GEORGE BROWN

THE CITY COLLEGE

INSIDE...

- DESCRIPTIONS OF 150 COLLEGE PROGRAMS
- COLLEGE SERVICES TO HELP YOU SUCCEED
- HOW TO APPLY — STEP BY STEP

FULL-TIME PROGRAMS 1993-94

COLLEGE TELEPHONE DIRECTORY

For departments not listed below, please call (416) 867-2000 or toll-free 1-800-265-2002.

- **ACADEMIC UPGRADING**
  Academic Skills Development Department (416) 944-4605

- **ADMISSIONS OFFICES**
  Casa Loma Campus (416) 944-4315
  St. James Campus (416) 867-2460
  Kensington Campus (416) 867-2445
  Nightingale Campus (call Casa Loma) (416) 944-4315

- **CAREER DEVELOPMENT CENTRE**
  Career planning services (416) 867-2207

- **ENQUIRY CENTRE**
  For information about full-time and part-time programs (416) 867-2464 or toll-free 1-800-263-8995

- **FINANCIAL AID OFFICE**
  For information on student loans, scholarships and bursaries (416) 867-2476

- **LIAISON OFFICE**
  For campus tours and presentations (416) 867-2062

- **SERVICES FOR DEAF AND HARD-OF-HEARING STUDENTS** (416) 864-0535 TTY (416) 867-2180 Voice

- **SERVICES FOR STUDENTS WITH SPECIAL NEEDS** (416) 867-2622

- **STUDENT LIFE OFFICE**
  For information on housing, orientation and other student issues.
  St. James Campus (416) 867-2106
  Casa Loma Campus (416) 944-4586

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SUCCESS STARTS AT GEORGE BROWN

Success starts when people look ahead to their future and set some specific goals. For 25 years, George Brown College has offered programs that have helped people to achieve their goal of a new or enhanced career.

George Brown is one of 23 colleges of applied arts and technology in the province of Ontario. It was designated the official college for Toronto by the provincial government.

Our programs are carefully designed to meet the needs of both our students and the people who will employ them after graduation. Course projects and case studies reflect the demands of the workplace. They also prepare students for a smooth transition to professional life.

George Brown College students enjoy educational advantages that are unparalleled in Canada. These include unique program content, top-flight faculty, and (in many programs) work experience with some of Canada's top businesses and institutions.

Our location in the heart of Canada's most exciting city means that learning does not stop when students step outside of our buildings. All around them is a wealth of cultural, social, and recreational opportunities.

George Brown College offers people from all backgrounds and all ages a rich and unique learning experience. For tens of thousands of people, success has started here.

WHAT'S IN A NAME?

George Brown College is named after one of Toronto's most famous citizens of the 19th century. George Brown (1819-1880) was a politician, Father of Confederation, and founder of the **Globe** *newspaper, the forerunner of today's* **Globe and Mail.**

YOUR CAREER PATH

Choosing a career is one of the most important decisions you can make. At George Brown College, we want you to choose wisely and well. That's why we offer a number of ways to help.

IF YOU...

KNOW

your general area of career interest (i.e. you know you want to work in a business setting or in the hotel and restaurant field, but you're not sure of the specific career or program):

▼

Look in the section of this book related to your interest area (e.g. School of Business or School of Hospitality).

▼

Read about the programs carefully. Your questions may be answered in the description there.

▼

If not, call the phone number listed at the bottom of the program page and ask for more specific details about the program.

DON'T KNOW

what you want to do, or if you feel confused or lack direction:

▼

Attend a free Career Planning Workshop at George Brown. These sessions may be offered in the daytime or evening. To find out the time and place of the workshop, and to register, call (416) 867-2464 or toll-free 1-800-263-8995.

You will learn about some of your options for choosing a career when you attend the workshop. You can also:

▼ Call our Career Development Centre. See page 12 .

▼ Tour the college. Call (416) 867-2062.

▼ Speak to a counsellor. See page 11.

Find out about programs offered at colleges and universities across the province in a book called **Horizons.** To get a free copy, call the Ministry of Colleges and Universities at (416) 325-2929.

Read about programs in this book. For part-time programs, get a copy of our Continuing Education calendar by calling (416) 867-2464 or toll-free 1-800-263-8995.

NOW...

IF YOU FIND OUT ABOUT A PROGRAM AT GEORGE BROWN THAT INTERESTS YOU:

Ask if there are any tours or information nights coming up for that particular program or for a group of programs offered by that division. Or ask if you can meet with a co-ordinator or chairperson in that department. Call the phone number listed at the bottom of the program page.

OR

You can get general information on programs, fees, financial assistance, how to apply, mature students, and admission requirements by attending a College Information Night offered by our Liaison Office. Call (416) 867-2062 to find out the time and place, and to register.

ADMISSION PROCEDURES

What are the admission requirements for George Brown College?

Some programs require basic-level credits or a minimum of Grade 10, while others require an Ontario Secondary School Diploma (OSSD) or equivalent. (If you do not have an OSSD, see the Mature Students section on page 7). Other programs ask for very specific skills, work background, or life experiences. For our post-diploma programs, you need a college diploma or university degree. Read carefully the prerequisites, background, and recommended courses listed under each program title.

The minimum requirement for two-year and three-year **diploma programs** is an OSSD with credits at or above the general level. Many programs also require standing in particular subject areas or achievement of specific skills. The minimum requirement for our **certificate programs** (usually one year or less in length) is:

- Ontario Grade 10, or
- North American equivalent, or
- Ontario Basic Training for Skills Development Level III, or
- Academic Upgrading III, or
- Ontario Certificate of Education.

What if I don't have the admission requirements for the program I want to take?

You may be able to apply as a mature student. (See page 7.) You may also be asked to come to the college to take an admissions test and/or attend an interview. (See the Admissions Testing section on page 6.) If you need further preparation to meet the admission requirements for any program, please call the college's Academic Skills Development Department at (416) 944-4605. You may also see a counsellor. (See page 11 .)

Where do I send my application?

See the How to Apply section on page 8.

Can I get advanced standing or exemptions?

If you have credits from another college, university, or post-secondary institution and you wish to be considered for advanced standing (credit for an entire full-time semester or more), please check off the box marked "advanced standing" on your application form.

If you wish to apply for individual course exemptions based on your previous studies, consult the chairperson of your program during your first week of classes.

How are applicants chosen?

Colleges of applied arts and technology do not admit students solely on the basis of grades, nor do they give preference to students who have completed studies beyond Grade 12 over those who apply with the minimum criteria.

For some programs, far more people apply than there are seats available. George Brown College wants to be sure that the people who get into a program have a good chance of succeeding. That's why you may be asked to come to an interview, take various tests, answer questions, or demonstrate your skills. (See the Admissions Testing section on page 6 .) Grades in prerequisite subjects may also form part of this evaluation.

Selection procedures may be changed at any time to meet the needs of the college and the applicants. Applicants will receive information about the selection process after their applications have been acknowledged.

Articulation agreements with secondary schools

Articulation is the process of linking secondary schools to colleges to help students make a smooth transition to college — without experiencing delay or duplication of learning. George Brown College has signed articulation agreements with: Toronto Board of Education, Metropolitan Separate School Board, and York Board of Education. Students who have graduated from schools in these boards may be able to obtain exemptions for a number of courses once they are accepted into a program at George Brown. For more information, see your guidance counsellor or call the articulation co-ordinator at your local school board.

Decisions on admission

The College Registrar's Office is empowered to accept, defer or reject any candidate's application for admission to any program. The Registrar reserves the right to test any applicant or to require validation or re-submission of their official documents in the event of any uncertainty about their academic credentials or capabilities.

Priority of admissions

Provincial government regulations require that applicants be admitted in the following order of preference:

(1) Permanent residents of Ontario;

(2) Permanent residents of other Canadian provinces and territories; and

(3) Students from other countries.

INTERNATIONAL STUDENTS

Applicants from foreign countries are eligible for most certificate and diploma programs at George Brown College, provided they can:

(1) demonstrate an academic standing equivalent to the Ontario academic prerequisites;

(2) establish proficiency in both spoken and written English — if they come from a country whose first language is not English or if the language ofinstruction is not English — through a test score of 550 in the TOEFL (Test of English as a Foreign Language), although the college will consider scores that range from 525 to 549 depending upon the sub-scores, student transcript, and the type of program chosen. The college will also consider documents from the British Council English Language Testing Service (ELTS), or a score of 90 on the Michigan Test;

(3) fulfill any selective admission criteria for their chosen program; and

(4) obtain permission (student authorization) from the Canadian Immigration authorities to remain in Canada for the length of the program, and, where required, a visitor's visa.

International students in Toronto may complete English testing at the George Brown College Test Centre. Telephone: (416) 944-4564. See page 6 for information on testing. **NOTE: International students cannot apply as mature students.**

International students send their application for post-secondary programs to the Ontario College Application Service (OCAS). For other programs, they apply to George Brown. See the How to Apply section on page 8 .

THE COLLEGE ENVIRONMENT

As part of its commitment to provide students with an equitable, fair, and safe educational environment, George Brown has established a number of policies and committees:

RACE AND ETHNIC RELATIONS POLICY

George Brown is one of the most multiracial, multicultural colleges in Canada, and we are proud of this diversity. We are committed to promoting racial, ethnocultural and religious equality among staff, students, and the community. Our comprehensive policy articulates these commitments and identifies rights and responsibilities for all members of our community.

SPECIAL NEEDS POLICY

Students and staff with physical, sensory, learning or emotional disabilities may have special needs that must be met relative to their participation in the life of the college. George Brown has established a policy to ensure that all students and staff with special needs may participate fully and safely in the educational, social and cultural life of the college.

ADVISORY COMMITTEE FOR EQUITY (ACE)

Made up of staff and student volunteers, ACE helps to advance education equity in the college for women, aboriginal people, people who are deaf or who have a disability, members of visible minorities, and francophones. ACE works to ensure that the college curriculum is free of stereotyping and sex bias, and that every individual has access to the full range of college programs and related occupations.

George Brown also has policies and procedures to ensure staff and students are free from sexual harassment.

SMOKING POLICY

George Brown College believes that students and staff have the right to learn and work in a smoke-free environment. Smoking is not permitted in college buildings. If you smoke outside the doors, please place your cigarette butts in the ashtrays or garbage cans. Your co-operation in keeping the college clean and attractive is appreciated.

ENVIRONMENT COMMITTEE

Recognizing the need to make all of our campuses environment friendly, the college is working to implement programs that reflect today's principles: reduce, reuse, recycle. For example, recycling containers for glass and cans have been placed around the college and college offices recycle waste paper.

WOMEN'S SAFETY COMMITTEE

This committee was set up to examine, resolve, and raise awareness of safety issues and needs in the college, to improve security in our buildings, and to focus on the issue of violence against women.

ADMISSIONS TESTING

What is the purpose of testing?
We want you to succeed at George Brown College. By testing you, the college will be able to determine whether you have the skills and aptitude to successfully complete the program of your choice. You will be tested on your math and English skills, and you may have to answer some science questions, depending on the program you wish to take.

Who is tested?
If you apply as a mature student or if you apply to one of the more popular programs at the college, (called "oversubscribed" programs), you will be asked to come in for testing. International students may also be asked to take admissions tests. The Admissions Centre will mail you a notice of the place, date, and time of your test at the college's Test Centre. Your test results will determine your eligibility.

What if I don't know if my skills will meet the program requirements?
If you're not sure if you have the program requirements, you do not have to wait until you have applied to find out if you need testing. If you want to get into a program in September, you can start planning for it as early as the **previous** fall — October or November. You can call the department of the program you want to take and ask them to make an appointment for you to be tested at the Test Centre at George Brown College. You can also call the Test Centre yourself to book an appointment at (416) 944-4564, but if you call for yourself, it will cost you $50. When you apply to the college, attach a note to your application stating when you were tested, or attach your test results to your application. Results of your test are kept on file at the Test Centre. If you are tested early and you do not meet the minimum requirements for a program, you may have time to upgrade your skills and to be tested again before the program is filled.

What if my transcripts are from a foreign country?
Apply to the college and include academic documents from your country. All academic documents that are not in English must include a certified translation from the host school, college, or university. These documents will be assessed by the Registrar's Office. If your documents are from a foreign country, we will test you in English or request that you take a Test of English as a Foreign Language (TOEFL). If you are missing any subjects, the Registrar's Office will make an appointment for you to be tested at the Test Centre.

Where is the Test Centre?
It is on the third floor of 1 Dartnell Avenue, Casa Loma Campus, George Brown College. See map of the Test Centre, page 7 .

How long is the test?
The normal testing procedure runs from 8:30 a.m. to 2 p.m. Some people may finish the test sooner than others, depending on their level of ability and the number of tests they must write.

Is there a waiting list to be tested?
Your appointment can usually be arranged within two or three days of your call to the Test Centre.

Must I bring anything with me to the Test Centre?
You will be asked to bring your Social Insurance Number and proof of identification. Photo I.D. is preferred. If you have paid in advance, you must bring your receipt or test appointment sheet with you. Bring any forms or letters that you have. You may **not** bring a calculator, dictionary, or any other aids with you when you write the test.

Who do I call to find out my test results?
Do **not** call the Test Centre. Test results will be mailed out from the Admissions Centre. If you do not hear, call the department or the party who requested the tests for you. Your test results are confidential and will not be given out without your consent.

What can I do to prepare for the test?
Anyone who plans to go for testing can ask for a Test Information Booklet to be sent to them. To get a booklet, call (416) 944-4564. This booklet contains important information and sample test items. Also, anyone can attend a **Test Preparation Day**, held every Monday beginning at 8:30 a.m. at the Test Centre. You must call ahead to (416) 944-4564 to attend this workshop. At the workshop, you will get to see sample questions, discuss the purpose of test, and ask questions. We encourage you to attend this workshop to learn more about the testing process. If you are applying as a mature student, you can take a new preparation course. (See the Mature Students section on page 7.)

What if my test results are not high enough to get into a program?
Requirements vary from program to program. A 75 per cent score in math may be sufficient for one program but not for another. Your test results are forwarded to the department where you are applying. If you have applied for a post-secondary program starting in September, a letter will be sent out after May 15 to tell you if you have been accepted. If you did not meet the minimum requirements for the program you chose, we will tell you about a number of options you have to improve your skills.

For more information on admissions testing, call the George Brown College Test Centre at (416) 944-4564.

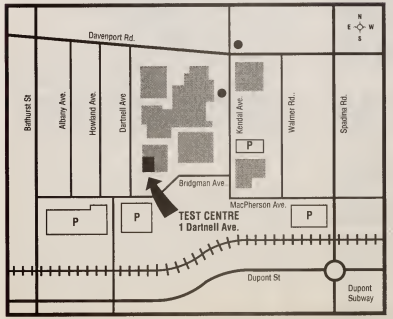
MATURE STUDENTS

What is a mature student?
A mature student is a person who is 19 years of age or older on the start date of the program **and** who does not have an Ontario Secondary School Diploma (OSSD). If you meet these qualifications, check off "mature student" on your college application form. Some programs ask that you have specific subjects (e.g. Grade 12 chemistry) as well as your OSSD. If you have your diploma but are still lacking some prerequisites listed for the program you want to take, the college may ask you to come in for testing. See the Admissions Testing section on page 6.

If I apply as a mature student, am I exempt from all program prerequisites?
No. Those who apply as mature students must still take admissions tests and/or attend an interview to determine whether they are eligible.

If I apply as a mature student, when should I apply?
For post-secondary diploma and certificate programs starting in the fall, apply as soon as possible after **JANUARY 1** to allow time for admissions testing. For other programs, call the number listed at the bottom of the program you want to take.

What tests will I be asked to take?
As a mature applicant, you will be tested on basic academic skills in English and math. You may also be asked to write special tests depending on your program. Mature applicants will be admitted to college if their test results are satisfactory and if they have the maturity to succeed. (For more information on testing, see the Admissions Testing section on page 6.)



MAP OF TEST CENTRE
The Test Centre is located on the third floor of 1 Dartnell Ave. at the corner of Bridgman Ave., one street west of Kendal Ave. and one street south of Davenport Rd.

PREPARATION COURSE FOR MATURE STUDENTS

A new preparation course has been designed for people who have applied or are planning to apply to George Brown College as mature students. The Testing for Mature Students Course is offered by the Academic Skills Department and runs one evening a week for 10 weeks. The course gives you a chance to review your academic skills in English and math in preparation for the mature student admissions test. At the end of the 10-week course, you may register free for the assessment at the Test Centre. See the Admissions Testing section of this book.

For more information on this course, please call Thom Sunega at (416) 944-4788.

HOW TO APPLY

STEP 1: Read the information directly under the name of your program. For example:

BUSINESS ADMINISTRATION - MARKETING

GBC Code BU1098
St. James Campus
3 years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

ELECTRONICS - AUDIO EQUIPMENT AND SYSTEMS

GBC Code EL5430
Casa Loma Campus
1 year (continuous for 48 weeks)

Starting: Every 10 weeks
Certification: Certificate
Summer classes

STEP 2: Check to see if it says "Post-secondary" in that section.

STEP 3: If it says "Post-secondary" under your program, apply to the Ontario College Application Service.

ONTARIO COLLEGE APPLICATION SERVICE (OCAS)

You can apply to one or more post-secondary programs that start in September 1993 or later at George Brown or another Ontario college .

STEP 4: Get an OCAS application form and 1993 Applicant Guidebook. If you are now enrolled in an Ontario secondary school, you can get the form from your high-school guidance office. OCAS application forms are also available from George Brown by calling (416) 867-2464 or toll-free 1-800-263-8995. Forms are also available at other community colleges, high schools, and the OCAS office at (519) 763-4725.

STEP 5: Fill out your form and include a $25 application fee. You may apply for up to five programs at Ontario community colleges, with no more than **three** program choices at the same college. There is space on one application form to list all of your program choices. All choices are treated equally and simultaneously.

STEP 6: For programs starting in September 1993, mail your application form and fee after **JANUARY 1** to:

The Ontario College Application Service
P.O. Box 810,
Guelph, Ontario
N1H 6M4, Canada

All applications that are postmarked by **MARCH 1** will be treated on an equal basis. Applications postmarked after March 1 will be treated on a first-come, first-served basis.

STEP 7: Offers of admission will be sent out after **MAY 15.** You may accept only one offer of admission from among the offers sent by the colleges. You must send back your confirmation of acceptance directly to OCAS on the form provided. There is no confirmation fee for applicants going through OCAS.

NOTE: If you are applying for a post-secondary program that starts in January 1993, apply to George Brown. The new OCAS system for applying takes effect in January 1993 for intakes in September 1993 or later.

STEP 3: If it does not say "Post-secondary," apply to George Brown College.

GEORGE BROWN COLLEGE

STEP 4: Get an application form from the college. For specific questions about the program, call the phone number listed at the bottom of the program page in this book. For information or application forms, write to:

Enquiry Centre
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9
Or call (416) 867-2464
or toll-free 1-800-263-8995.

STEP 5: Apply as soon as possible. Send your completed application form and any supporting documents to:

Office of the Registrar
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

STEP 6: Offers of admission are sent out at various times depending on the start date of the program. Call the Admissions Centre at (416) 944-4500 or the phone number listed at the bottom of your program page for more information.

FEES

POST-SECONDARY PROGRAMS:

(DIPLOMA, POST-DIPLOMA AND ONE-YEAR CERTIFICATE PROGRAMS)

Tuition	$856 per year (for a standard-length program of 32 to 34 weeks per year) Fees for non-standard programs may be different
Student Activity Fee	$ 86 per year (collected on behalf of student councils)
Transcript/Locker/ Graduation Fee	$ 38 per year
Materials and Supplies	Variable. Most programs charge extra materials fees for special equipment and supplies used in the classroom. Depending on your program and the equipment needed in that field of study, materials and your books, supplies (and sometimes uniforms) could cost from zero to $1,500 per year. Call the phone number listed at the bottom of the program you want to take for specific details on the materials, books and supply fees.
Application Fee	Beginning in January 1993, students applying to post-secondary programs must send their application and a $25 non-refundable application fee to the new Ontario College Application Service (OCAS). See page 8.
Total Fees	**$1,005 per year** (Not including materials and books)

New students entering diploma or post-diploma programs must pay in full their fees for the entire academic year by **JULY 15.** For September 1993, fees for returning students are due in full by **JULY 31.**

Fee deferrals: Under extenuating circumstances, students may be able to defer partial payment of their fees, but each case is assessed on an individual basis. Students getting financial aid from OSAP must still pay by the due date. For more information, call the Registrar's Office at (416) 944-4500. Students who get an approved fee deferral must pay a $60 non-refundable deferral fee.

MOST UPGRADING AND SKILLS PROGRAMS:

Tuition	**$23.90** per week, payable in 16-week or semester installments (not including materials and books)
Campus Service Fee	$10, payable with first tuition installment
Transcript/ Graduation Fee	$10

ENGLISH AS A SECOND LANGUAGE PROGRAMS:

Tuition	**$23.90** per week, payable in 24-week or semester installments (not including materials and books)
Campus Service Fee	$10, payable with first tuition installment
Transcript/ Graduation Fee	$10

INTERNATIONAL STUDENTS:

International students will pay **$7,115** per year (not including materials and books) for post-secondary diploma and post-diploma programs of standard length (32 to 34 weeks). Their fees for the entire academic year must be paid in full by **JULY 15.** International students entering certificate programs will pay **$197.95** per week, payable in 16-week installments (not including materials and books).

SENIORS:

The tuition fee for full-time programs for students age 60 or over is $50 per academic year (not including materials and books). Applicable materials fees must be paid.

FEE CHANGES

The tuition fees quoted here are regulated by the Ontario Ministry of Colleges and Universities. These and other related fees listed above are for the 1992/93 academic year. **Fees are subject to change,** without notice, with the approval of the Government of Ontario and/or the Board of Governors at George Brown College.

FINANCIAL ASSISTANCE

FINANCIAL ASSISTANCE

Applicants to full-time programs who are Canadian citizens or permanent residents may be eligible for financial assistance through the Ontario Student Assistance Program (OSAP). New OSAP forms are usually available each spring around March or April. You can get one from your high school or by calling (416) 867-2464 or toll-free 1-800-263-8995.

OSAP information workshops are given during the summer (from May to August) by staff in the Financial Aid Office at George Brown College. Staff members will answer questions and help students in completing the OSAP form. To attend a summer OSAP workshop, call the Financial Aid Office at (416) 867-2476.

There are no entrance scholarships for George Brown College. Each department may have prizes, bursaries, and awards that are available to students who show exceptional ability. These are usually awarded to students who are near the end of the program.

Work-study is another option for students. You can earn money by working at jobs on campus. Call the Financial Aid Office at (416) 867-2476 for details. Many students like to work part-time. Be sure to drop into the Student Career Centre at your campus.

FEE REFUNDS

(a) For the purposes of calculating tuition fee refunds, the effective date shall normally be the date the students submits to the college a written request to withdraw.

(b) Canadian citizens and Permanent Residents who officially withdraw within 10 class days from the beginning of a semester are entitled to receive a refund calculated as follows:
- full tuition fees for that semester less a $50.00 administrative service charge; and
- all fees paid in advance for subsequent semesters.

(c) International students who officially withdraw within 10 class days from the beginning of a semester are entitled to receive a refund calculated as follows:
- full tuition fees for that semester less $416.00
- fees paid in advance for subsequent semesters.

(d) All students may obtain a refund over a period of five class days after the initial 10-day refund period if they are required to withdraw from the college as a result of a promotion meeting or at the request of their department.

(e) The fixed fee is refundable only within the refund period of the first semester in which a student registers for each academic year. The fixed fee is defined as the Student Administrative Council (SAC) fee and the transcript and graduation fee.

(f) Refunds will be paid by cheque or credited to the charge card accounts to the registered students, the agency or the company paying the student's fees, but not to any other individual.

(g) Students who receive a grant from the Ontario Student Assistance Program (OSAP) will have any refund fees paid to the Treasurer of Ontario.

(h) Materials fees may not be refunded, depending on the type of supplies purchased. To inquire, call the department of the program in which you were enrolled.

FULL-TIME/PART-TIME PROGRAMS

Some full-time programs are also offered on a part-time basis. If you are interested in part-time studies, contact the chairperson of the program for more information. To find out about our part-time, evening, and weekend courses, get a copy of our Continuing Education calendar. Call (416) 867-2464 or toll-free 1-800-263-8995.

A full-time student is one who is enrolled in 70 per cent of the contact hours or two-thirds of the courses required for his/her program.

If full-time students are granted course exemptions, they may, with the permission of their program chairperson, substitute another course at no extra charge beyond the full-time fee.

Full-time students with a full program load who wish to enrol in additional part-time courses must pay the required fee for each additional course.

CHANGES TO PUBLISHED INFORMATION

The program descriptions in this calendar are statements of intent on the part of the college that will be carried out as closely as circumstances permit. Policies and procedures were those in effect at the time of publication.

However, the college reserves the right to change, without notice, any published information that may subsequently require corrrection or amendment due to circumstances beyond its control.

The college also reserves the right to change or cancel a program or course when enrolment is insufficient or employment opportunities for graduates appear inadequate, and to withdraw offers of acceptance or refund any fees paid for such programs or courses. The college will not be held liable in any material way for difficulties created by any required changes in curricula.

PROGRAM CANCELLATION POLICY

Prior to a decision to suspend or phase out a program, the college will provide the students enrolled in the program with the opportunity to complete the program within the normal time period (i.e. the Ministry-approved program duration).

As a general principle, the college will provide the students with the opportunity to complete the program at the college in which they are enrolled. However, there may be special circumstances where it is not possible for the college to do so, or where a transfer of the students to another college would be more practical for both the student and the college.

Under such circumstances, the college has the responsibility to assist the students to become enrolled in the same program offered by another college located within a reasonable distance from the college.

SERVICES FOR STUDENTS

ATHLETICS

When class is out you can keep in shape at our three campus gyms, with activities ranging from aerobics to weight training to tai chi to tennis. Or, you can be a part of the many intramural teams, such as badminton, basketball, touch football, volleyball, soccer, tennis, softball, and table tennis.

George Brown also boasts an impressive array of varsity teams. As a member of the Ontario Colleges Athletic Association, our men's and women's "Huskies" teams challenge other Ontario college teams in sports such as soccer (indoor and outdoor), basketball, volleyball, tennis, cross-country running, badminton, alpine skiing, and touch football.

STUDENT COUNCILS

Every year, post-secondary students at each campus elect a student administrative council (SAC). The SACs organize social activities for students, support special-interest clubs, and deal with issues of college-wide importance.

HOUSING

Although George Brown does not have student residences, Toronto offers a wide variety of accommodations in many interesting neighbourhoods.

In addition to checking the classified sections of Toronto daily newspapers for rental accommodation, you should visit our college housing service at St. James Campus. Linked by computer to the housing services of the University of Toronto and Ryerson, our housing office lists between 1,000 and 2,000 available accommodations. Houses, apartments, townhouses, boarding situations, sublet and shared accommodation are included. The listing is updated daily and phones are provided free of charge for students to call prospective landlords. A giant map of the city is also available to plot housing locations.

Thanks to Toronto's excellent public transit system (the TTC), students don't have to limit their housing search to downtown Toronto. Subways, buses and streetcars provide easy access to all corners of the city. GO Transit connects communities surrounding Toronto with the TTC.

For more information about housing, call the Manager of Student Life at (416) 867-2106.

STUDENT LIFE

Student Life is the co-curricular program that complements academics, ensuring that learning at George Brown College occurs in the broadest context for students. These areas include: housing, orientation, convocation, student rights, multiculturalism, special interest groups, SAC, and the Student Executive Council.

An essential component of the Student Life Manager's job is to serve as an advocate for students by providing students with advice on college policies and procedures, rights and responsibilities, and general guidance on where and to whom complaints and enquiries are appropriately directed.

For more information, call the Manager of Student Life at (416) 867-2106.

COUNSELLING

The move to college can be a challenging transition for many people — particularly those who have been away from formal education for a few years. With the assistance of our Counselling Office, that transition can be smooth and rewarding.

Our counsellors are available to help students solve problems and develop winning attitudes to reach their personal, educational and career goals. In addition to one-on-one appointments, counsellors offer workshops on topics such as:

- study skills
- self-confidence and assertiveness
- exploring career options
- stress management
- exploring career options

The phone numbers for our Counselling Centres are:

St. James Campus	(416) 867-2104/5
Casa Loma Campus	(416) 944-4586/4
Kensington Campus	(416) 867-2374
Nightingale Campus	(416) 867-2354

For general course information, call the college's Enquiry Centre at (416) 867-2464 or toll-free 1-800-263-8995.

PEER TUTORING

Our successful Peer Tutoring program is based on the premise that students helping students is rewarding for all. Peer tutoring provides one-to-one assistance to students having difficulty with specific courses by students who have achieved above-average scores in those subjects.

Most tutors are second- or third-year students who complete a training program and are paid by the college. They assist students who are either experiencing difficulty in a subject or simply wanting to maintain their standards.

The best part is that tutoring is free. If you want to become a tutor, or if you need a tutor, don't wait until the last minute. Sign up in the Counselling Office at your campus early in the school year.

STUDENTS WITH SPECIAL NEEDS

The Special Needs Office provides assistance to students with physical, learning, and emotional disabilities. Specialized technical equipment is available to help students. The main office is located in Room 589-F at St. James Campus, but students at any campus can make appointments and get assistance. All campuses are easily accessible by public transit and Wheel Trans. Most buildings are equipped with ramps, elevators and special washrooms. Accessible parking can be arranged. Students who want assistance should contact the Special Needs Office as soon as they hear that they have been accepted at George Brown. That will ensure that assistance can be provided as soon as possible. Accommodations or assistance may also be provided with the application process. Call us at (416) 867-2622.

STUDENT CAREER CENTRES

George Brown's placement staff match students and graduates with the right job and the right employer. Highly-qualified staff members in each of our campus Student Career and Employment Centres offer many services to help students launch their successful careers, including:

- individual career counselling
- assistance with resumes and covering letters
- scheduling of on- and off-campus interviews
- brochures on job search techniques and interview skills
- industrial and professional directories.

Many students find part-time and summer jobs through these centres, which can lead to full-time careers after graduation.

CAMPUS RESOURCE CENTRES

Each of the college's four campus library resource centres is unique, reflecting the various specializations of the campus. All students, staff and faculty have access to the resources, facilities and services available at each campus. You can find almost anything in your resource centre — books, periodicals, films, videos and VCRs, computers and software, audiocassettes and newspapers. Fax machines are available for your use in the Casa Loma and St. James Campus Resource Centres. Each centre offers facilities for research and study, viewing films and videos, academic and personal computing, and some special needs services. Resource Centre staff are available to help you locate the information you need for study, projects and assignments. Make the most of your college experience by discovering early in your term what your campus library resource centre has to offer you.

HEALTH CENTRES are staffed by registered nurses who provide emergency care, health counselling, and referrals.

BOOKSTORES (at St. James, Casa Loma and Kensington) are equipped to supply most of the book and supply needs of students in all programs at the college.

CAREER DEVELOPMENT CENTRE

Are you thinking about changing your career? George Brown College offers a comprehensive career planning service to help you make the right career decision.

The Career Development Centre offers the following services:

IN-DEPTH TESTING AND CAREER EXPLORATION PACKAGE

The package is available for individuals — with personal evaluation, interpretation and counselling — or you may choose to be part of a group. Included are: assessments and interpretation; "Choices" career research; career goal development; summary report.

À LA CARTE SERVICES

Each of these services may be purchased separately. They are available for individuals or you may choose to be part of a group.

- **Personality assessment**
- **Interest inventary**
- **Aptitude battery**
- **Skills identification**
- **Career goal development**
- **"Choices" career research**
- **Career planning**
- **Job search training**

HANDS-ON WORK STATIONS

Try your hand at practical skills from bookkeeping to woodworking at your choice of 17 different simulated work stations, either with a counsellor or on your own.

With a counsellor:

- **Personal, individual evaluation**
- **Close monitoring by a qualified evaluator**
- **Written and verbal report**

Self-exploration:

Up to three hours at your choice of one or more simulated work stations, with initial instructions from a qualified counsellor.

***Fees available on request. Please call the Career Development Centre at (416) 867-2207 for complete details, or to arrange a free orientation and tour of the centre.**

SERVICES FOR DEAF AND HARD-OF-HEARING STUDENTS

Many consider George Brown College the leader in post-secondary education for deaf and hard-of-hearing students in Canada. About 25 per cent of all deaf and hard-of-hearing Canadian post-secondary students, mostly from Ontario, attend George Brown.

Deaf and hard-of-hearing students have equal opportunity for access to our full-time certificate and diploma programs. Deaf and hard-of-hearing students can ask for and receive educational support services to help them succeed in their studies at college. These services are free of charge. Phone (416) 867-2180 (voice) or (416) 864-0535 (TTY). If you are a deaf or hard-of-hearing student applying to George Brown College:

1. When you apply to George Brown, make an extra copy of your application form and mail it to: Co-ordinator, Services for Deaf and Hard-of-Hearing Students, George Brown College, 200 King St. E., Room 590-F, Toronto, Ontario M5A 3W8.
2. One week after you have applied to George Brown, contact the chairperson or secretary of the program you have chosen.

   Call, through the Bell Relay Service, to George Brown College switchboard at (416) 867-2000 or 1-800-265-2002 (voice) and ask the operator for the chairperson of your program choice. Check with the chairperson or secretary about the requirements for the program. Ask the following questions:

   (1) Do I need an interview with the chairperson?
   (2) Do I need to take an admissions test?
   (3) What other requirements are needed?
3. If you require an interview or a test with the department, and you need an interpreter, call (416) 867-2180 (voice) or 864-0535 (TTY) one week in advance.

   If the interview or test is cancelled for any reason, please inform the office.
4. When you are accepted by George Brown College, contact the co-ordinator or special services officer in Services for Deaf and Hard-of-Hearing Students at (416) 867-2180 (voice) or (416) 864-0535 (TTY).
5. If you are not accepted, the co-ordinator may be able to help you find other options such as the College Preparation Program for Deaf and Hard-of-Hearing Students.

VISITING THE COLLEGE

Deaf and hard-of-hearing students and/or their parents may come to the college for a personal interview or group tour. An appointment should be arranged in advance by calling (416) 867-2180 (voice) or (416) 864-0535 (TTY).

PROGRAMS AND SERVICES

To find out about programs such as College Preparation for Deaf and Hard-of-Hearing Students, College Orientation for Deaf and Hard-of-Hearing Students, and Deaf Futures, look in the section of this book called Access.

SUPPORT SERVICES

Services for deaf and hard-of-hearing students include: interpreting, notetaking, pre-teaching, tutoring, academic counselling, and assistance with assistive devices.

HOUSING

George Brown College does not provide accommodation for students. However, a housing registry (with the names of families willing to rent to deaf and hard-of-hearing students at reasonable costs) is kept by the Services for the Deaf and Hard-of-Hearing Students Department.

For information, call (416) 944-4466 (voice) or (416) 864-0535 (TTY).

ACADEMIC DIVISION

Chairpersons:
Ron Waldie,
English and Liberal Studies
(St. James Campus)

Anne MacKenzie,
English and Liberal Studies
(Casa Loma, Nightingale
and Kensington Campuses)

Marsha Skolnik,
Language Training
(Kensington Campus)

Heinar Piller,
Performing Arts

ACADEMIC

Students in George Brown's Academic Division vary from actors who make Shakespeare come alive on stage to new Canadians who learn their first words of English. The division includes one of Canada's largest English as a Second Language programs and houses a dynamic General Arts and Science program in which students explore a wide variety of subjects including social sciences, computer studies and humanities. As well, the division provides communications and general education courses in post-secondary and other programs across the college. The division's Performing Arts Department includes a Theatre Arts program that, over the years, has proved to be a solid start for the careers of stage, television and screen actors.

GENERAL ARTS AND SCIENCE

GBC Code AS1000
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM:
This two-year program focuses primarily on communication skills, but includes a variety of optional and compulsory courses in philosophy, analytical thinking, science, human relations, mathematics and computers, media and culture, and Canadian Studies.

CAREER PROSPECTS:
There is increasing recognition from employers that communication skills, the ability to learn, adaptability, and a general academic preparation are as important, if not more so, than skill training. The General Arts and Science graduate has excellent preparation for careers in business, especially with businesses conducting their own training programs. As well, there are opportunities for graduates in general clerical and sales positions. Some General Arts and Science students may transfer to another post-secondary program or may move on to university at the end of the first year, since exposure to a general education may change expectations and broaden horizons.

This program is also offered on a part-time basis. Course content is subject to change.

ADVANCED STANDING:
Students who take this program may qualify for some exemptions in other programs at George Brown and other colleges and universities.

SEMESTER 1	16 WEEKS
COMM120	College English
LBS132	Being Human: Self, Society and Meaning
WORD119	Introduction to Word Processing
SOC102	Mass Media and Culture
MATH195	Mathematics
ONE OF:	
BIO117	Human Biology
SC129	Exploration in Science

SEMESTER 2	16 WEEKS
HUMN142	Canada in the 20th Century
HUMN141	Philosophy: Search for Meaning
COMM131	Report Writing and Options
HUMN143	Issues in Contemporary Life
ONE ELECTIVE	

The elective comes from those offered to all post-secondary students at the St. James Campus.

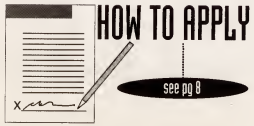
SEMESTER 3	16 WEEKS
ESL162	Introduction to Canadian Literature
COMM126	Business Writing
COMM136	Job Search and Career Planning
SOC205	Introduction to Sociology
ANY TWO ELECTIVES	

Two electives may be chosen from another GBC program or from the general electives list.

SEMESTER 4	16 WEEKS
ELS164	Speaking with Confidence
ONE OF:	
COMM202	Communications Project
HUMN203	Humanities Project
SC202	Natural Science Project
SOC200	Social Science Project

Any two electives may be chosen from another GBC program or from the general electives list.

For more information, call the Co-ordinator, Arts and Science, at (416) 867-2306 between 9 a.m. and 5 p.m.



ENGLISH AS A SECOND LANGUAGE

GBC Code LT5400
Kensington Campus
24 Weeks

Starting: Weekly
Certification: Certificate
Summer classes, depending on start date

ABOUT THE PROGRAM:
The aim of this program is to provide adult new Canadians with a level of fluency in English to allow them to obtain appropriate employment.

The program emphasizes oral performance. Literacy skills are developed to the degree relevant to the student's background and goal.

For more information, call the Kensington Campus Admissions Office at (416) 867-2445 between 8 a.m. and 4:30 p.m.

LITERACY IN ENGLISH AS A SECOND LANGUAGE

GBC Code LT5420
Kensington Campus
24 Weeks

Starting: To be determined
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Lack of literacy. All applicants are to be referred through Canada Employment Centres to the college for assessment before being assigned to the program.

ABOUT THE PROGRAM:
This full-time program provides students who are functionally illiterate in their native language with a level of literacy and general language skill required to meet minimal survival and maintenance demands. Those with demonstrated ability could enter a regular EASL program at approximately Level 3.

For more information, call the Kensington Campus Admissions Office at (416) 867-2445 between 8 a.m. and 4:30 p.m.

ENGLISH FOR SCIENCE AND HIGH TECHNOLOGY

GBC Code LT5410
Kensington Campus
12 Weeks

Starting: To be determined
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
All applicants must pass an entrance test and have Grade 12 or degrees or professional certificates in science and technology from country of origin.

ABOUT THE PROGRAM:
This program provides students who have a reasonably good knowledge of general English with the opportunity to apply their knowledge to understanding written and spoken English in a scientific and technological context. This comprehensive program is the most advanced, and one of the most well established, in Canada.

COURSES	12 WEEKS
ENG582	Listening Comprehension
ENG583	Reading
ENG584	Writing
ENG585	Technical and Professional Communication Speaking

For more information, call Beth Legault at (416) 867-2423 between 8:30 a.m. and 4:30 p.m.

ENGLISH AS A SECOND LANGUAGE — ADVANCED

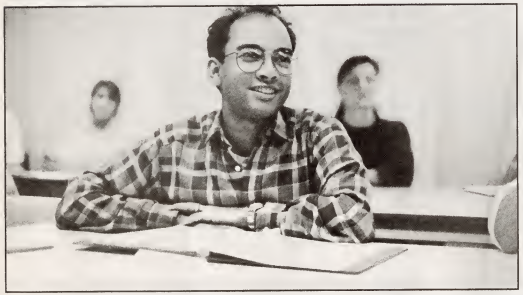
GBC Code LT5430
Kensington Campus
12 Weeks

Starting: To be determined
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
All applicants must pass an entrance test.

For more information, call the Kensington Campus Admissions Office at (416) 867-2445 between 8 a.m. and 4:30 p.m.

ABOUT THE PROGRAM
This program was designed for academic purposes. It provides learners who have mastered basic language and survival skills with more sophisticated knowledge and communication skills. Graduates secure professional employment that utilizes previous training and experience in a variety of fields such as banking, clerical, business.



THEATRE ARTS

GBC Code TH1050
St. James Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Interview and audition. Theatre arts and English courses are helpful.

ABOUT THE PROGRAM:
The George Brown Theatre School offers vigorously concentrated, career-oriented training in the fundamental skills, practicalities, traditions and professionalism needed for the performing arts. This program is well-respected within the performing arts industry.

Students are taught by notable theatre artists and follow an integrated curriculum in which all subjects are directly related to the acting profession. The courses Acting I to V explore a wide range of acting styles such as classical, Elizabethan, Commedia del l'arte, Restoration, naturalism, absurdism, clowning, revue, cabaret and musical.

Enrolment is limited, ensuring personal attention to each student. Admission is competitive, based on the results of auditions and personal interviews conducted by the Artistic Director and members of the faculty.

CAREER PROSPECTS:
An ever-expanding international market creates a consistent demand for fresh faces and new talent in a range of educational, entertainment, and commercial activities. Students should be aware, however, that the field is extremely competitive.

SEMESTER 1	15 WEEKS
THEA100	Acting I
THEA102	Dance I
THEA103	Movement I
THEA107	Voice I
THEA106	Vocal Music I
THEA117	Theatre History I
THEA118	Stage Combat I
THEA119	Group Improvisation
THEA112	Speech I

SEMESTER 2	16 WEEKS
THEA101	Acting II
THEA120	Workshop Performance
THEA115	Dance II
THEA123	Movement II
THEA122	Voice II
THEA113	Vocal Music II
THEA117	Theatre History I
THEA121	Contact Improvisation
THEA124	Speech I

SEMESTER 3	15 WEEKS
THEA200	Acting III
THEA220	Children's Play Performance
THEA203	Dance III
THEA223	Movement III
THEA201	Voice III
THEA216	Vocal Music III
THEA217	Theatre History II
THEA218	Stage Combat II
THEA207	Professionalism I
THEA219	Make-up
THEA221	Speech III
THEA222	Monologue Study I

SEMESTER 4	16 WEEKS
THEA208	Acting IV
THEA202	TV & Film Technique
THEA212	Dance IV
THEA243	Movement IV
THEA224	Voice IV
THEA226	Vocal Music IV
THEA217	Theatre History II
THEA209	Professionalism II
THEA219	Make-up
THEA227	Monologue Study II
THEA228	Workshop Performance II
THEA205	Radio Technique
THEA225	Speech IV

SEMESTER 5	15 WEEKS
THEA300	Acting V
THEA301	Showcase Performance I
THEA304	Dance V
THEA303	Movement V
THEA302	Voice V
THEA306	Vocal Music V
THEA108	Costume History
THEA307	Speech V

SEMESTER 6	16 WEEKS
THEA314	Dance VI
THEA310	Showcase Performance II
THEA323	Movement VI
THEA308	Voice VI
THEA316	Vocal Music VI
THEA108	Costume History
THEA309	Speech VI

For more information, call Larry LaForet at (416) 867-8167 between 8:30 a.m. and 4:00 p.m.

ACCESS DIVISION

Dean:
Terry Dance

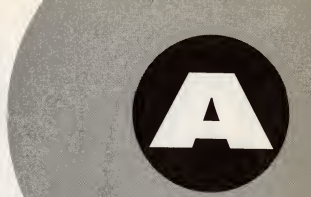
Chairpersons:
Jo Lee,
Community Outreach and Program Development

Cathy Smith,
Educational Access Services

Joan McKay,
Career Development

Barbara Taylor,
Training and Employment Services

Al Budzin,
Academic Skills Development



ACCESS

Many people who aren't 'typical' college students enrol at George Brown. Their career or family responsibilities prevent them from taking full-time programs, or they don't qualify academically. Some people face cultural or language or age barriers, and some people have disabilities. George Brown's Access Division responds to the needs of all these people with specially designed services and full- or part-time programs. Access programs are geared towards helping people qualify for career-related college programs or better jobs. The Career Development Centre offers a comprehensive assessment service to help people choose the right career. The division has particular expertise in developing co-operative, community-based programming, as well as programs for senior citizens and employment-disadvantaged adults and youth. The division also includes programs and a wide range of support services for deaf and hard-of-hearing students at George Brown.

As a centre for life-long learning, George Brown College is committed to helping students of all ages learn at their own pace, on campus or in the community. To provide access to the college, especially for non-traditional learners, a wide variety of preparatory and bridging programs are offered including:

ONTARIO BASIC SKILLS (OBS):
A program designed to give adults the opportunity to upgrade basic literacy and numeracy skills, learn job search skills and become computer literate in order to prepare for employment or further skills training. OBS also offers counselling services and childcare and transportation allowances for qualified students. Sponsored by the Ontario Ministry of Education, the program is tuition-free. Call (416) 944-4605 for more information.

FUTURES:
A Ministry of Education program designed to give people between the ages of 15 and 24 an opportunity to gain the training and experience they need to become employable. Futures also offers counselling services and academic upgrading to help disadvantaged young people develop the skills they need to find and keep a job. Trainees are hired by training employers or find work in a related field as a direct result of their training experience. Call (416) 867-2220 for more information.

INTRODUCTION TO COLLEGE FOR STUDENTS WITH LEARNING DISABILITIES:
This three-day program for students with learning disabilities (Grade 11 or 12) introduces students to the realities and expectations of college life. Held in late spring, the program includes an introduction to the college, its campuses and its services, introduction to computers, a college-level lecture, study skills and self-advocacy workshops. For more information call the Special Needs Office at (416) 867-2622.

CAREER DEVELOPMENT CENTRE:
The centre offers an in-depth testing and career exploration service including interest, personality, aptitude and skills assessment. Clients can also test their practical skills from bookkeeping to woodworking at 17 different simulated work stations. A variety of workshops are offered in: resume preparation, job search, setting career goals, and job maintenance. For information call (416) 867-2207. (See page 12).

THE SENIORS ACCESS INSTITUTE:
The Institute sponsors a variety of daytime courses for older adults in the community and on campus; an annual summer Elderhostel for seniors across North America; an active George Brown College Seniors' Association; the Lifelong Literary Council with trained tutors available throughout the community; and senior volunteers who work in college programs and services. Call (416) 944-4522 for more information.

WOMEN'S ACCESS TO APPRENTICESHIP:
The co-ordinator provides information to women on how to access training for skilled trades, and helps women find apprenticeship positions with employers/unions. The co-ordinator also provides a support system to the women to help facilitate their success. For more information, call (416) 944-4506.

FORMATION DE BASE DE L'ONTARIO (F.B.O.):
Literacy, numeracy, and computer literacy, as well as career planning and life skills, are offered in French to native French speakers. This program is for those who wish to upgrade their skills in order to enhance their employment possibilities or to prepare for further skills training. Childcare and transportation allowances are available for qualified students. This program is tuition-free. For more information, call (416) 867-2206.

THE CAREER EQUITY FOR YOUTH PROJECT:
The project, co-sponsored by the College and the Toronto Board of Education, is developing multicultural and anti-racist resources and training for guidance, career, and vocational counsellors. Call (416) 393-0929 for more information.

NATIVE COUNSELLING INITIATIVE:
This initiative aims at facilitating access to college programs and services for Native people. Call (416) 944-4780 for more information.

THE SCHOOL OF LABOUR:
A joint project of George Brown College and the Labour Council of Metro Toronto and York Region, the School of Labour links the programs and services of the College with unions and workers, and establishes joint training programs with the trade union movement. The School of Labour will co-sponsor educational activities for College staff and students about the labour movement, and currently houses a Labour Adjustment Project that offers counselling, support and career planning to laid-off workers. Call Maureen Hynes, Co-ordinator, (416) 944-4508 for more information.

APPRENTICESHIP SUPPORT OFFICE:
Staff provide counselling support to apprenticeship students, particularly those in Pre Trades and Modified Apprenticeship programs. Counsellors are responsible for working with the Technology Division to recruit members of designated equity target groups into the apprenticeship system. Employer outreach and liaison are provided to assist those interested in entering an apprenticeship. For more information, call (416) 601-5121.

JOB FINDING CLUBS:
Sponsored by the Toronto Centre and Toronto South Canada Employment management areas, for clients on unemployment insurance who require assistance in preparing and conducting a job search. This is a three-week, full-time program. For more information, call (416) 601-5140.

PLANNING FOR EMPLOYMENT:
A program designed to assist clients of Metro Community and Social Services in preparing for direct entry to the workplace or for skills training. The basic program is four weeks long and includes vocational testing and assessment, career counselling and life skills. There is also an eight-week option that includes an orientation to the hospitality industry. For more information, call (416) 601-5137.

COMMUNITY-BASED TRAINING:
More than 35 community-based training projects across the city are affiliated with George Brown through its Community Outreach Department. Students with special needs, women, trade-unionists, Native people, the unemployed and people of diverse racial and cultural groups can learn in a variety of settings and receive college credits.

Community-based training partners include:

- **Alexandra Park Learning Centre,** Basic Literacy
- **Alternative Computer Training for the Disabled (ACT),** Microcomputers
- **Canadian National Institute for the Blind (CNIB),** Business Office Skills and Microcomputers
- **COFTM, Centre Francophone,** Microcomputers
- **Dixon Hall,** Secretarial
- **East End Literacy,** Basic Literacy
- **Goodwill Industries of Toronto,** Microcomputers
- **Immigrant Women's Job Placement Centre,** Computer Aided Design and Drafting (CADD)
- **Jewish Vocational Service of Metropolitan Toronto,** Microcomputers
- **Metro Toronto Housing Authority,** Upgrading
- **Parkdale Project Read,** Basic Literacy
- **St. Christopher House,** Basic Literacy
- **The Canadian Latin American Centre, Simon Bolivar,** Residential Renovations.
- **The Centre for Advancement in Work and Living and The First Printing School,** Microcomputers and Offset Printing
- **The Chinese Information and Community Services and Sing Tao Newspaper,** Chinese Translation courses
- **The Metro Labour Education Centre,** Basic Literacy and Numeracy, English in the Workplace, Labour Studies, and Skills Training for Unemployed Workers
- **The Native Skills Centre,** Microcomputers and Office Management and Administraion
- **The Ontario March of Dimes,** Toronto and Thunder Bay, Microcomputers
- **The Young Women's Christian Association (YWCA),** Bridging and Upgrading
- **Theatre Ontario,** Threatre Production
- **Toronto Alfa Centre,** Basic Literacy
- **Woodgreen Community Centre of Toronto,** Computer Aided Design and Drafting (CADD)

For more information, call (416) 944-4511.

LABOUR PROGRAMS:
More than 600 trade-unionists enrol annually in a Labour Studies Certificate program, offered in union halls and centres across the city and accredited by the College. Several hundred more participate in English at the Workplace, Adult Basic Education, and Skills Training for Unemployed Workers programs delivered by the Metro Labour Education Centre. The Community Outreach Department offers curriculum and program development assistance, conducts program evaluation jointly with the Centre, and ensures College certification of all graduates.

Call (416) 345-9312 for more information.

COLLEGE ORIENTATION FOR DEAF AND HARD-OF-HEARING STUDENTS

GBC Code HS504
Casa Loma Campus
1 Week

Starting: August

PREREQUISITES:
Acceptance into any full-time college program.

For more information, call Len Chorbonneau at (416) 867-2065 or our Deaf Education Centre at (416) 944-4466 (voice) or (416) 864-0535 (TTY).

ABOUT THE PROGRAM:
The College Orientation week starts in late August and is designed to help deaf and hard-of-hearing students become familiar with George Brown College and Metro Toronto. Students will be given an in-depth orientation to services provided by Services for Deaf and Hard-of-Hearing Students and encouraged to think about the services they may require once they are in their program. Students will also learn how to function in a mainstream college environment.

DEAF FUTURES

GBC Code HS510
Casa Loma Campus
36 Weeks

Starting: October, June
Certification: Certificate
Summer classes

PREREQUISITES:
Interview and admissions test. To apply, call Deaf Futures directly and make an appointment. Deaf and hard-of-hearing students must have a Grade 10 academic standing, plus competency in American Sign Language, reading comprehension at a Grade 5 level and a mathematics level of Grade 8. Applicants are referred to the program by the Bank of Montreal's employment equity officers, George Brown College, the Canadian Hearing Society, Canada Employment Centres, Vocational Rehabilitation Services, the Ontario and Toronto Associations of the Deaf, and other companies involved in the program.

ABOUT THE PROGRAM:
Deaf Futures is a unique learning program designed to prepare deaf and hard-of-hearing students for entry-level positions in the hearing workforce, as well as filling a business goal to hire more people with physical disabilities. Designed for adults who are unemployed, not job-ready, and currently unable to find work in the hearing workforce, Deaf Futures is one-third academic upgrading in English and math, one-third job preparation and life skills, and one-third office computer skills. The program begins with a 12-week common training period followed by two six-week work placements and off-site training that alternate locations between the college and the premises of a workplace training host. All classes are offered in American Sign Language (ASL). The program was developed and is jointly sponsored by the Bank of Montreal, the George Brown College Foundation, and Employment and Immigration Canada.

This program is unique in Ontario.

COURSES

HST536	English
HST540	Life Skills
HST542	Job Skills
HST550	Intro to Lotus 1-2-3
HST548	Intro to d Base IV
HST552	Intro to Computer Skills Upgroding I
HST554	Intro to Computer Skills Upgroding II
HST538	Intro to Mathematics
HST556	Work Placement I
HST558	Work Placement II
HST544	Intro to Computers
HST546	Intro to Wordperfect 5.1

For more information, call Henry Wholen in Deaf Futures at (416) 944-4580 (voice) or (416) 944-4579 (TTY).

COLLEGE PREPARATION PROGRAM FOR DEAF AND HARD-OF-HEARING STUDENTS I AND II

GBC Code HS506-CPP I, HS508-CPPII
Casa Loma Campus
34 Weeks

Starting: September
No summer classes

George Brown College is a leader in education and educational services for deaf and hard-of-hearing people. This is the only program of its kind in Canada, with all courses taught in American Sign Language (ASL). The program is for those deaf and hard-of-hearing students who are unsure as to what program they would like to enter and/or are not ready for college level courses. Each of the two parts is 34 weeks long and offers upgrading courses in English, mathematics, ASL and science while providing introductory courses in psychology, deaf studies and computers. There is a course on life skills as well as career exploration. All of these courses are specifically geared to the needs and interests of deaf and hard-of-hearing students. Students may spend one or two years in the program, depending on their academic skills in literacy and numeracy.

This program is unique in Canada.

ADVANCED STANDING:
Five courses (15 credits) from this program are transferable as 12 credits to the National Technical Institute for the Deaf in Rochester, N.Y.

HS506 - CPP I

SEMESTER 1

HST521	Life in Transition
HST560	American Sign Language
HST561	Reading
HST562	Writing Skills
HST563	Math I
HST564	Deaf Studies

SEMESTER II

HST522	Coreer Plonning
HST534	Earth Science
HST560	American Sign Language
HST561	Reading
HST562	Writing Skills
HST563	Moth I
HST564	Deaf Studies

HS508 - CPP II

SEMESTER I

HST565	American Sign Language
HST566	Reading
HST567	Writing Skills
HST568	Science I
HST569	Moth II
HST570	Introduction to Psychology A
HST572	Science II
HST574	Deaf Studies II
HST521	Life in Transition*

SEMESTER II

HST565	American Sign Language
HST566	Reading
HST567	Writing Skills
HST569	Moth II
HST571	Introduction to Psychology B
HST572	Science II
HST573	Intro to Microcomputers
HST522	Coreer Plonning*

For more information, call (416) 944-4466 (voice) or Norma Jean Taylor at (416) 944-4469 (TTY) (through Bell Telephone relay at 1-800-267-6600).

*exemption if taken in CPP I

N CAMPUS MAPS W E S see inside back cover

ACADEMIC UPGRADING 1, 2, 3, AND 4

GBC Code AS5450
Casa Loma Campus
3 Semesters

Starting: Continuous intake
Summer classes

PREREQUISITES:
Admissions test.

ABOUT THE PROGRAM:
The Upgrading program is designed for adults who wish to upgrade for entrance to skill training programs or to advance to upgrading (AS5460), which prepares candidates for post-secondary programs. Candidates are admitted on a continuous (weekly) basis. After an assessment, students in upgrading are placed in an appropriate individualized program consisting of one or more of the following courses.

COURSES
Students will choose one to five courses.

MATH519, 529, 531,513, 523	Mathematics
ENG529, 534, 513, 523	English
SC530	Science
BIO513	Biology
CHEM513, 523	Chemistry
PHY513, 523	Physics

For more information, call the Academic Skills Department at (416) 944-4605 between 8 a.m. and 4 p.m.

COLLEGE START

GBC Code AS555
Casa Loma Campus
1 Semester (16 weeks)

Starting: September, January
Summer classes may be offered

PREREQUISITES:
Upgrading Level 3 or Grade 10 mathematics and English.

ABOUT THE PROGRAM:
This level is designed to prepare adults for entry into College programs that require Grade 12 math and English. The course also includes intensive career planning sessions, the chance to audit any other college program, computer literacy and student success skills.

COURSES	16 WEEKS
ENG523	English
MATH523	Mathematics
ENG513	English
MATH513	Mathematics
CMPU598	Intro. to Microcomputers

For more information, call the co-ordinator of semestered courses at (416) 944-4788 between 9 a.m. and 4 p.m.

PRE-BUSINESS

GBC Code AS552/AS553
Casa Loma Campus
1 Semester (16 weeks)

Starting: September, January
Summer classes may be offered

PREREQUISITES:
Grade 10 or equivalent in mathematics and English.

ABOUT THE PROGRAM:
Pre-business is an intensive, academic preparation for post-secondary business and hospitality programs. A specially designed Level 4 option of Academic Upgrading, the program is offered in co-operation with George Brown's School of Business. Successful completion ensures acceptance into post-secondary business and hospitality programs, depending on space availability. A solid foundation in business English, mathematics and computer literacy is provided.

COURSES	16 WEEKS
ENG514	English
MATH518	Mathematics

For more information, call the co-ordinator of semestered courses at (416) 944-4788 between 9 a.m. and 4 p.m.

VOCATIONAL ORIENTATION

GBC Code AP57801
St. James Campus
9 Weeks

Starting: August, September, October, November, January, February
No summer classes

PREREQUISITES:
Interview. Applicants must have completed Grade 10 at the general level or above or have mature student status (see page 7). Grade 10 English is recommended.

ABOUT THE PROGRAM:
Through a combination of vocational testing, individual and group career counselling and placements, this program assists adults who are vocationally confused. Students alternate between class work and program placements at George Brown and other Toronto area colleges and non-college programs.

The program includes a variety of career planning and life skills classes designed to increase students' self-awareness and self-confidence; develop their career decision-making skills and ability to research potential job markets and course options; and learn job-search skills. An English and math review is included.

Graduates enter a wide variety of college programs or move directly into employment in their chosen career.

NOTE:
From time to time, the Canada Employment and Immigration Commission directly purchases seats in this program, reducing the number of seats open to fee-paying students.

COURSES	9 WEEKS
IPO500	Group Vocational Exploration and Assessment
IPO501	1Life Skills
IPO502	Academic Preparation — English
IPO503	Vocational Placement and Assessment
IPO504	Vocational and Personal Counselling
IPO505	Academic Preparation — Mathematics

For more information, call Greg Marrow at (416) 867-2192 between 9 a.m. and 4 p.m.

CAREER CHANGE

GBC Code AP555
St. James Campus
12 Weeks

Starting: September, January
Certification: Certificate
No summer classes

PREREQUISITES:
Interview. Applicants must be receiving Unemployment Insurance and be referred directly by a Canada Employment counsellor.

ABOUT THE PROGRAM:
The program assists older workers who have experienced job displacement to relocate in the job market. Unemployed, mature workers may take this federally-sponsored 12-week program. They will get individual career counselling, small group support, career research and exploration, a career speakers series highlighting employer participation, effective resume preparation, and a monitored work placement. Further skill training is usually not involved.

CAREER PROSPECTS:
Career opportunities will relate directly to the skill levels of the participants. The emphasis of the program is on preparation for direct entry to employment.

COURSES	12 WEEKS
CC500	Support Group
CC501	Vocational Exploration
CC502	Job Search Techniques
CC503	Community Resources

For more information, call Barbara Simmons at (416) 867-2627 between 9 a.m. and 4 p.m.

COLLEGE VOCATIONAL PROGRAM

GBC Code CR1000
St. James Campus
32 Weeks
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITE:
Ontario Secondary School Diploma with the majority of credits at the basic level, or mature student status (see page 7). Applicants must attend an information session.

ABOUT THE PROGRAM:
This program is designed to meet the unique educational and vocational needs of people who would not normally consider or qualify for entry into a traditional post-secondary program. It is an individualized, supportive program to help bridge the gap for students who have graduated from high school and who are having difficulty finding appropriate and meaningful work. It will offer extensive vocational assessment through hands-on experiences in the vocational assessment laboratory. In addition, students participate in career planning, communication and life skills training, career-targeted upgrading and work experience placements in the field of their choice. Students enrolled in this program are eligible for loans and grants.

CAREER PROSPECTS:
Graduates can expect improved career prospects in the field of their choice.

SEMESTER 1	16 WEEKS
CD1000	Life Skills I
CD1020	Communications Skills I
CD1040	Mathematics Skills I
CD1060	Fitness I
CD1080	Vocational Skills/Assessment I

SEMESTER 2	16 WEEKS
CD1010	Life Skills II
CD1030	Communications Skills II
CD1050	Mathematics Skills II
CD1070	Fitness II
CD1090	Vocational Skills/ Work Placements II

For more information, call Amber Stiebel at (416) 867-2503 between 9 a.m. and 4 p.m.

NEED SOME CAREER ADVICE
pg 3

SECRETARIAL TRAINING AND EMPLOYMENT PROGRAM (STEP)

GBC Code BU5090
St. James (Dixon Hall)
36 Weeks

Starting: Fall
Certification: Certificate
No summer classes

PREREQUISITES:
Applicants must be interviewed and approved by Dixon Hall Community Centre and Canada Employment and Immigration Commission (CEIC) and pass an admission test in English at George Brown College. Keyboarding and English courses are strongly recommended.

ABOUT THE PROGRAM:
STEP is a unique educational and work experience program designed to give single mothers equal access to high-tech jobs. A work placement of two days per week is arranged for students. As newtechnology radically transforms the office world, the gap between the skilled and unskilled is widening. Access to training programs is becoming more and more difficult as the entrance requirements get stiffer. Single mothers who have been out of the workforce for some time are especially vulnerable. STEP was created to bridge this gap. The program combines academic upgrading with skills training in high technology; offers on-the-job training; provides instruction in a non-institutional, community setting; and encourages self-directed learning.

CAREER PROSPECTS:
The graduate is suited for positions at the secretarial level in businesses where automated equipment is used.

COURSES	36 WEEKS EACH
OPTION 1	Secretary/Microcomputer Operator I
KB507	Keyboarding
WORD513	Word Processing
BUS519	Business Applications on Microcomputer
OP509	Office Procedures
ENG592	Business English and Spelling
BUS531	Life/Job Skills
BUS515	Work Experience

(Students who are interested in continuing to Option 2 are interviewed halfway through the Option 1 program. They will be eligible to take the second option if they achieve a solid B average and a typing speed of 30 w.p.m.)

OPTION 2	Secretary/Microcomputer Operator II
DIC513	Dicta Transcription
DSK500	Desktop Publishing

For more information, call Zoe Carmack-Janes or Sharon Myatt at (416) 864-1511 between 8:30 a.m. and 4:30 p.m.

CAREER AND WORK COUNSELLING

GBC Code
St. James Campus
2 years (4 semesters)
Post-secondary

Starting: September 1993
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma with Grade 12 math and English, and all credits at or above the general level, or equivalency as determined by a George Brown College approved assessment and/or mature student status (see page 7.) Applicants must submit a letter of personal goals and intent, provide references, and attend a structured interview.

BACKGROUND:
This program is suitable for people working in career counselling or a related field, people who wish to make a career change, and high school graduates. Courses in sociology, psychology and computers would be helpful.

ABOUT THE PROGRAM:
People who want to work in the field of career counselling — or people who are already working in a related field but lack the appropriate education — will be interested in this program. Students are exposed to both individual and group career counselling theory and practice and they are prepared for a variety of employment settings from corporate career services to community agencies.

Through a combination of theory and supervised placements, students learn how to deliver career counselling services that are professional, informed, and current. A career and work counsellor advises and counsels others on the topics of career planning, career change, career revision, or school-to-work transition which could be a result of: injury, illness, inappropriate career choice, or job loss. Other topics covered include job search preparation, stress management, career management, human rights legislation, and leisure-time planning. People who work in this field must be informed about current educational and occupational trends, make appropriate referrals, and utilize vocational assessment tools.

The career-work focus of this program reflects the rapidly changing field of career counselling and addresses the special, diverse requirements of the community in Metro Toronto and vicinity. The curriculum was specifically designed and written by several renowned career counselling specialists from industry and from George Brown College who shared in all aspects of program development and delivery.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates may find work as a career counsellor, career assistant, worker rehabilitation assistant, corporate career planner, job search facilitator, employment counsellor, vocational assessor, career specialist, or career information service provider.

SEMESTER 1 17 WEEKS
Communications 120
Overview: Career and Work Counselling
Work and Life: A Career Counselling Perspective
Individuals Career Counselling: Skills and Process Part I
Stages of Adult Development: A Career Counselling Perspective
Career Development Theory — Part 1
Practicum Preparation
Electives: Introduction to Psychology or Introduction to Microcomputers

SEMESTER 2 17 WEEKS
Assessment in Career Counselling: Statistics and Tests
Career Development Theory — Part 2
Individual Career Counselling Skills and Process — Part 2
Resources in the Field (Career Information Systems)
Career and Work Counselling with Diverse Populations
Field Integration

Practicum: 2 days per week

SEMESTER 3 17 WEEKS
Group Career Counselling
Theory and Practice of Job Search
Career and Work Equity Issues
Managing Transition and Change: A Career Counselling Perspective
Assessment in Career Counselling and Placement: Tests, Interpretation and Placement
Field Integration

Practicum: 2 days per week

SEMESTER 4 17 WEEKS
Special Topics (i.e. Creative Career Planning Techniques)
Theory and Practice of Job Search with Special Needs Populations
Field Integration: Individual
Field Integration: Group

Group Career Practicum: 1 day per week

General Practicum: 2 days per week

For more information, call Barbara Simmons at (416) 867-2220 or (416) 867-2627 between 8:30 a.m. and 4:30 p.m.

SCHOOL OF BUSINESS

Dean:
James Ross

Chairpersons:
Anne Carr,
Business Administration

Pearl Hazen,
Office Administration

Yvonne Snider,
Continuing Education

B

BUSINESS

The School of Business at George Brown College offers an array of career-oriented programs in downtown Toronto — just blocks away from the heart of Canadian business. All School of Business programs have been developed in partnership with active advisory committees and professional associations from Toronto's business community.

To be assured of success in a School of Business program, applicants need a good background in communications and mathematics. The academic prerequisite for most business programs is an Ontario Secondary School Diploma (at or above the general level, with Grade 12 mathematics and English). Mature applicants who lack the academic prerequisities may be admitted on the basis of equivalent proficiency in English and mathematics. (See page 7.)

At the beginning of each semester, students are assessed in English and mathematics to identify those needing additional preparatory studies or developmental assistance.

Secondary school graduates with advanced standing, such as OACs, may be eligible for credits in some School of Business programs. Mature students may be eligible for credits based on work experience related to their program. Graduates of School of Business programs may apply credits towards selected degree programs at York University and Ryerson. In addition, professional associations also recognize college credits for advanced standing in their programs. For more information, call the School of Business at (416) 867-2135.

BUSINESS ADMINISTRATION PROGRAMS

George Brown's School of Business offers a cluster of two- and three- year Business Administration programs with a common first semester. This allows a student to take a variety of business courses in the first semester and then choose an area of specialty.

COMMON FIRST SEMESTER
(Courses in accounting, information systems, marketing, distribution management, language and communication and business math.)

TWO-YEAR DIPLOMA PROGRAMS	THREE-YEAR DIPLOMA PROGRAMS	ONE-YEAR POST-DIPLOMA PROGRAMS
Accounting	Accounting	Sports Marketing
Business — General	Information Systems	International Trade
Information Systems	Marketing	
Marketing		
Distribution Management		
Property Management		
Small Business Management		

Graduates of the two-year Accounting, Information Systems or Marketing programs may be admitted directly into the third year of the corresponding three-year program if they satisfy academic requirements. Three-year programs confer a broad view of the business organization as a whole.

POST-DIPLOMA STUDIES
Graduates of diploma programs in George Brown's School of Business may qualify for advanced standing or exemptions with professional associations and universities. Program co-ordinators will supply more information.

If you don't have the entrance requirements for a business program, see our **Pre-Business** program in the Access Division pages.

In all Business Administration programs, students select elective courses as specified in the program outlines on the following pages. In each semester some of the following electives are offered:

ACC102	Accounting for Decision Making
ACC225	Management Accounting
BUS116	Travel Planning I
BUS121	Women in Business
BUS133	Microcomputers in Business
EC210	Economics I
EC211	Economics II
ELS126	Speaking with Confidence
ELS161	Introduction to Journalism
ELS162	Introduction to Canadian Literature
ELS164	Reading Effectively
FR100	Conversational French
FR101	Conversational French — Intermediate
FR102	Conversational French — Advanced
IS101	COBOL I
IS103	Programming I
IS104	Management Information Systems
LAW200	Commercial Law
LAW201	Business Law
MARK101	The Sales Aspect of Marketing
MARK201	Distribution Channel Operation and Systems
MARK202	Marketing Research and Information Systems
MARK204	Public Relations and Publicity
MATH125	Mathematics of Merchandising
MATH214	Statistics I
MATH255	Quantitative Methods I
PD103	Warehousing Management
PD105	Inventory Control I
PD204	Industrial Purchasing
PSY106	Human Relations
PSY161	Introductory Psychology
PSY162	Social Psychology
PSY211	Human Resources Development
SBM166	Small Business Management
SOC126	Political Sociology
MATH267	Quantitative Methods II
SOC206	Sociology of Women

NOTE: Students enrolled in a major — for example, marketing — may not choose an elective in marketing. If clarification is required on the appropriate choice of elective, students should see their program co-ordinator.

BUSINESS — ACCOUNTING

B

BUSINESS

GBC Code BU1091
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September, February
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
The courses included in this program provide a valuable preparation for students interested in accounting occupations in business and industry. They also offer preparatory training for students interested in continuing their studies to receive a professional accounting designation. Subject credits are granted by the Certified General Accountants of Ontario and some universities in specified courses where content and standards are considered equivalent.

CAREER PROSPECTS:
Accountants are required in every facet of our society. Graduates from this program will find career opportunities in manufacturing, merchandising, banking and finance, government, public institutions, recreation and service organizations.

Accounting firms tend to prefer graduates with leadership potential, self-confidence, comprehensive accounting skills and the ability to communicate effectively. The new graduate may obtain employment in a training program that will provide a wide range of experience in various sections of the firm's accounting department, such as accounts payable, accounts receivable, payroll, cost accounting, etc.

Graduates may also be employed in positions less concerned with accounting, but where their specialized training assists them in solving the many problems they will encounter in the other operational functions of business. The federal and provincial governments, with their complex regulations and taxing systems, seek college accounting graduates for employment in the areas of financial management and taxation.

ADVANCED STANDING:
Students who successfully complete this program may enter directly into the third year (semester 5) of the Business Administration — Accounting (BU1096) program. They may also be exempted from up to four credits in Atkinson College at York University.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
ELECT001	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
ACC117	Introduction to Accounting II
MATH115	Business Mathematics
ELECT000	Elective
LIBS132	Being Human: Self, Society and Meaning
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
ACC200	Financial Accounting I
ACC202	Cost Accounting I
ACC220	Management Information Systems I
ELECT000	Elective
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
ACC203	Financial Accounting II
ACC204	Cost Accounting II
ACC205	Auditing
ACC222	Management Information Systems II
ELECT000	Elective

SEMESTERS 5 AND 6 (THIRD YEAR OPTION)
See the Business Administration Accounting (BU1096) program.

For more information, call Maureen Casey at (416) 867-2145 or the School of Business at (416) 867-2135 between 8 a.m. and 4:30 p.m.

ACCOUNTING

GBC Code BU2000
St. James Campus
4 Semesters
(52 weeks continuous)

Starting: Various start dates
Certification: Diploma
Summer classes

NOTE:
This is a continuous 52-week program. The content of major subjects is identical to Business — Accounting; however, students complete the program in one year.

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
This 52-week program enables students to analyse and systematically record business transactions and events of a financial nature, and to record, summarize, report and interpret the results. Also, it offers preparatory training for those interested in pursuing a professional accounting designation with the C.G.A. (Certified General Accountants of Ontario).

CAREER PROSPECTS:
Graduates find immediate employment in banking, with public accounting firms, in middle management capacities with large and small retail and wholesale businesses, or as cost analysts with manufacturers. The federal and provincial governments, with their complex regulations and taxing systems, seek college accounting graduates for employment in the areas of financial management and taxation.

ADVANCED STANDING:
Graduates may be admitted to the third year of Business Administration — Accounting (BU1096) if specified academic requirements have been satisfied. (See program co-ordinator for details.) Graduates of this program (BU2000) may be exempted from up to four credits in Atkinson College at York University.

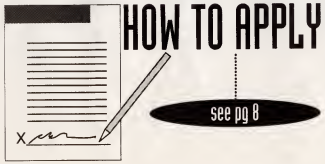
SEMESTER 1	12 WEEKS
MATH114	Business Mathematics
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	14 WEEKS
MATH115	Business Mathematics
PSY106	Human Relations
ACC117	Introduction to Accounting II
LAW200	Commercial Law
COMM126	Business Writing and Options

SEMESTER 3	12 WEEKS
ACC200	Financial Accounting I
ACC202	Cost Accounting I
ACC220	Management Information Systems I
MATH214	Statistics I
COMM131	Report Writing and Options

SEMESTER 4	14 WEEKS
ACC203	Financial Accounting II
ACC204	Cost Accounting II
ACC205	Auditing
ACC222	Management Information Systems II
BUS282	Business Ethics

For more information, call Maureen Casey at (416) 867-2145 or the School of Business at (416) 867-2135 between 8 a.m. and 4:30 p.m.



BUSINESS ADMINISTRATION — ACCOUNTING

B

BUSINESS

GBC Code BU1096
St. James Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

Graduates of Business — Accounting (BU1091 and BU2000) may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants having credentials from other colleges should request advanced standing.

ABOUT THE PROGRAM:
Specialized accounting training is balanced with courses designed to provide students with managerial skills so that upon graduation they may move into supervisory positions. This program is recommended primarily for those who wish to specialize in accounting or who expect to make extensive use of accounting in their careers. In addition to learning manual systems, students are trained in the use of microcomputers and evaluate a variety of software applications throughout the program. This comprises 20 per cent of classroom time during the third year.

Accounting graduates may obtain advanced standing in the C.G.A. (Certified General Accountants) program and with universities.

CAREER PROSPECTS:
Graduates find employment in supervisory accounting positions and apply their training and skills in areas such as financial accounting, auditing, financial analysis, and management accounting. Many are employed by public accounting firms or by government. Some provide accounting services to small businesses on an entrepreneurial basis.

ADVANCED STANDING:
Students who successfully complete this program can be exempted from up to seven credits in Atkinson College at York University.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
ELECT001	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
ACC117	Introduction to Accounting II
ELECT120	Communications
ELECT001	Business Mathematics
LIBS132	Being Human: Self, Society and Meaning
ELECT000	Elective
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
ACC200	Financial Accounting I
ACC220	Management Information Systems I
ACC202	Cost Accounting I
ELECT000	Elective
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
ACC203	Financial Accounting II
ACC204	Cost Accounting II
ACC205	Auditing
ACC222	Management Information Systems II
ELECT000	Elective

SEMESTER 5	15 WEEKS
BUS320	Organizational Behavior Theory
BUS321A	Financial Management
BUS326A	Faculty Directed Research I
ACC300	Management Accounting
ACC302	Internal Auditing
ACC306	Advanced Accounting I

SEMESTER 6	16 WEEKS
BUS334	Managing Organizational Behavior
BUS324	Canadian Business Policy and Strategy
BUS327A	Faculty Directed Research II
ACC301	Taxation
ACC303A	Finance
ACC307	Advanced Accounting II

For more information, call Maureen Casey at (416) 867-2145 or the School of Business at (416) 867-2135 between 8 a.m. and 4:30 p.m.

BUSINESS — DISTRIBUTION MANAGEMENT

GBC Code BU1095
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
The distribution system is an essential element in satisfying customer needs. It must be designed to ensure that raw materials, supplies, parts, and products are available in the right place at the right time in satisfactory condition. The growth of international trade and the maturing of markets in industrial countries have led to the growing importance of customer service as a key element of competitive strategy. Distribution management includes the technical, organizational, and managerial aspects of customer service, transportation, warehousing, inventory, purchasing, packaging, materials handling, and international trade. It relies heavily on the use of computers and communications.

CAREER PROSPECTS:
Career opportunities lie in various economic sectors, such as resources, manufacturing, wholesaling, retailing, government operations, and distribution services. Graduates should look forward to supervisory and managerial positions in: materials management, inventory control, warehousing, packaging, purchasing, transportation, international traffic and other disciplines pertaining to distribution management.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from up to four credits in Atkinson College at York University.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
ELECT001	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
MATH214	Statistics I
PD103	Warehousing Management
PD204	Industriol Purchosing
ELECT000	Elective
LIBS132	Being Humon: Self, Society ond Meaning
COMM126	Business Writing ond Options

SEMESTER 3	15 WEEKS
PD202	Distribution Monogement Systems — Monogement I
PD203	Traffic ond Tronsportation Monogement I
PD105	Inventory Control I
ELECT000	Elective
LAW104	Distribution Monogement Law
COMM131	Report Writing ond Options

SEMESTER 4	19 WEEKS
PD205	Distribution Monogement Systems — Monogement II
PD206	Inventory Control II
PD207	Traffic ond Tronsportation Monogement II
PD208	Import/Export Procedures
PD209	Internotionol Trode
ELECT000	Elective

For more information, coll Clive Connon ot (416) 867-2140 between 8 o.m. ond 4:30 p.m. or the School of Business ot (416) 867-2135.

BUSINESS — GENERAL

GBC Code BU1094
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September, February
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
This program is designed for students who prefer to develop skills in a variety of business disciplines. The program includes practical, job-related business studies from the fields of accounting, computer applications, customer relations, purchasing, inventory control and general management. Students who discover a particular interest and aptitude for specialized studies may transfer, after first semester, to Accounting, Information Systems, Marketing or Distribution Management.

CAREER PROSPECTS:
Some of the employers who hire General Business graduates are small businesses who need employees with the flexibility to handle a variety of responsibilities. Other employers have unique job requirements — they have to provide specialized training but they prefer to hire business graduates who have shown that they have the interest and maturity to succeed. With experience an ambitious and capable graduate should move into a supervisory or management position.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from up to four credits in Atkinson College at York University.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
ELECT001	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
MARK101	The Sales Aspect of Marketing
MATH214	Statistics I
PD204	Industriol Purchosing
ACC102	Accounting for Decision Making
LIBS132	Being Humon: Self, Society ond Meaning
COMM126	Business Writing ond Options

SEMESTER 3	15 WEEKS
ACC225	Monagement Accounting
MAN200	Generol Monogement I
MATH125	Mothemotics of Merchondising
PD105	Inventory Control
ELECT000	Elective
COMM131	Report Writing ond Options

SEMESTER 4	19 WEEKS
BUS140	Microcomputer Applicotions
SBM166	Small Business Monogement
MAN203	Generol Monogement II
MARK204	Public Relotions & Publicity
PD209	Internotionol Trode
ELECT000	Elective

For more information, coll Clive Connon ot (416) 867-2140 between 8 o.m. ond 4:30 p.m. or the School of Business ot (416) 867-2135.

N CAMPUS MAPS W E S see inside back cover

BUSINESS — INFORMATION SYSTEMS

GBC Code BU1092
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September, February
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7) with Grade 12 English and mathematics.

ABOUT THE PROGRAM:
The two-year program is based on the first and second years of the three-year program in Business Administration — Information Systems. Job opportunities for two-year graduates are usually at the level of trainee. Advancement to more senior levels in application development, support or programming usually occurs after suitable experience. Additional institutional training is likely to be needed for advancement to systems analysis.

CAREER PROSPECTS:
Application Development — Develop computer-based systems to generate information for managers in all parts of the company.

End-User Support — Work with users of information, helping them to understand and use computer-based information systems.

Programming — Write computer programs to solve problems related to management of information in business.

Computer Operation — Working from a schedule of jobs to be run, monitor the operation of computer systems and follow written instructions for dealing with exceptional conditions.

ADVANCED STANDING:
Students who successfully complete this program can be exempted from up to four credits in Atkinson College at York University. They may also enter Semester 5 of the Business Administration — Information Systems (BU1097) program.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
ELECT001	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
IS101	COBOL I
IS103	Programming I
IS104	Management Information Systems (MIS)
MATH116	Mathematics for EDP
LIBS132	Being Human: Self, Society and Meaning
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
IS200	COBOL II
IS205	Database Concepts
IS210	Systems Analysis and Design
MATH214	Statistics I
ELECT000	Elective
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
ELECT000	Elective
ELECT000	Elective
IS204	Advanced Programming
IS208	Advanced EDP Topics
IS216	Networks — Operating Systems
IS206	Programming in C

For more information, call Chris Marinis at (416) 867-2144 or the School of Business at (416) 867-2135 between 8 a.m. and 4:30 p.m.

BUSINESS ADMINISTRATION — INFORMATION SYSTEMS

GBC Code BU1097
St. James Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

Graduates of Business — Information Systems (BU1092) may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants having credentials from other colleges should request advanced standing.

ABOUT THE PROGRAM:
This program prepares you to provide technical support to users, to develop application systems for small computers, to write programs for a mainframe computer, and to develop systems for a distributed processing environment. During the first and second years, emphasis is on application systems for various business functions, using modern productivity software such as Lotus 1.2.3 and dBASE III plus, programming languages such as COBOL and C, and a database language such as SQL. Mainframe architecture and operating systems are examined briefly and concepts of system analysis and design are introduced. Third-year topics include system design and implementation, microcomputer architecture, and comparative analysis of hardware and software systems. A major component of the third-year curriculum is a system implementation project.

CAREER PROSPECTS:
Application Development Support — Work with computer users in various departments developing systems using commercial software products.

Programming — Work from detailed specifications to write programs in high-level languages.

System Analysis — In consultation with users of information, analyse and improve upon existing systems and identify new applications. This is a senior position to which you are likely to advance after suitable experience.

Computer Operation — Working from a schedule of jobs to be run, monitor the operation of computer systems and follow written instructions for dealing with exceptional conditions.

ADVANCED STANDING:
Students who successfully complete this program can be exempted from up to seven credits in Atkinson College at York University.

SEMESTERS	1, 2, 3 AND 4

Courses offered in the first four semesters of the Business Administration — Information Systems program are identical to those listed in the Business — Information Systems (BU1092) program. See the previous page.

SEMESTER 5	15 WEEKS
BUS320	Organizational Behavior Theory
BUS321	Financial Management
BUS326	Faculty-Directed Research I
IS300	Assembler I
IS304	Distributed Information Systems

SEMESTER 6	15 WEEKS
BUS334	Management of Organizational Behavior
BUS324	Canadian Business Policy and Strategy
BUS327	Faculty-Directed Research II
IS301	Assembler II
IS302	Microcomputer Systems

For more information, call Chris Marinis at (416) 867-2144 or the School of Business at (416) 867-2135 between 8 a.m. and 4:30 p.m.

BUSINESS — MARKETING

GBC Code BU1093
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September, February
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
The Marketing program is highly concentrated in marketing subjects to prepare the student for a career in the field of marketing management, industrial sales, advertising, marketing research or retailing.

The program makes extensive use of case studies, business projects, written reports, video-taped presentations, computerized business simulations and various computer applications that aid in analysis and decision making.

Students are encouraged to participate in the Marketing Club (a chapter of the international American Marketing Association) and in marketing competitions with other colleges and universities.

CAREER PROSPECTS:
Graduates may continue into the third year of the Business Administration — Marketing program, or enter industry to follow a marketing career in these areas:

Industrial Marketing — Graduates usually start as industrial sales trainees and are promoted through the sales department.

Retail Marketing — Graduates find opportunities in sales, promotion, merchandising, buying and store management.

Consumer Goods Marketing — Graduates find employment in the sales departments of manufacturers, in marketing departments of smaller and medium-sized manufacturers, and in advertising agencies and research firms.

ADVANCED STANDING:
Graduates from this program are admitted directly into the fifth semester of the three-year program leading to the Diploma in Business Administration — Marketing if they satisfy the academic requirements. Students who successfully complete this program can be exempted from up to four credits at Atkinson College at York University.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
ELEC001	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	9 WEEKS
MARK101	The Sales Aspect of Marketing
MARK201	Marketing Channel Organizations and Systems
MATH125	Mathematics of Merchandising
ELECT000	Elective
LIBS132	Being Human: Self, Society and Meaning
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
MARK102	Advertising Management
MARK200	Product Planning and Pricing Policies
MARK202	Marketing Research and Information Systems
ELECT000	Elective
ELECT001	Elective Mathematics
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
MARK205	Marketing Management I
MARK206	Marketing Management II
MARK207	Marketing Management III
MARK208	International Marketing
MARK110	Sales Pramatian
ELECT000	Elective

For more information, call Clive Cannan at (416) 867-2140 between 8 a.m. and 4:30 p.m. or the School of Business at (416) 867-2135.

NOT SURE YOU QUALIFY?

pg.6

BUSINESS ADMINISTRATION — MARKETING

GBC Code BU1098
St. James Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

Graduates of Business — Marketing (BU1093) may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants having credentials from other colleges should request advanced standing.

ABOUT THE PROGRAM:
This program is for students who wish to follow a marketing path to senior management. Students develop expertise in the operational aspects of marketing during their first two years and are then exposed to the broader concerns of the organization as a whole. In addition, during third year, they increase their marketing skills in several specialized fields.

The program makes extensive use of case studies, written reports, business projects, video-taped presentations, computerized business simulations and numerous computer applications that aid in analysis and decision-making.

CAREER PROSPECTS:
Graduates find opportunities with a wide variety of manufacturers and distributors of industrial and consumer products, and service industries. Starting positions might be:

Assistant to Product Manager — The graduate assists in developing marketing objectives and strategies for a brand, and deals with issues of promotion, pricing, distribution, packaging, product modifications and customer research.

Retail Management Trainee — Graduates frequently enter training programs offered by progressive retailers and with experience become capable of operating a store or a department. Opportunities include management, merchandising, promotion, buying, and location analysis.

Marketing Research or Advertising Agency Trainee — Graduates are qualified for entry level jobs and quickly move up to operational levels where their analytical and decision-making skills are utilized.

ADVANCED STANDING:
Students who successfully complete this program may be exempted from up to seven credits in Atkinson College at York University. They may also negotiate on an individual basis for advanced standing at Ryerson Polytechnical Institute.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
ELEC001	Business Mathematics
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	19 WEEKS
MARK101	The Sales Aspect of Marketing
MARK 201	Marketing Channel Organizations and Systems
LIBS132	Being Human: Self, Society and Meaning
MATH125	Mathematics of Merchandising
ELECT000	Elective
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
MARK102	Advertising Management
MARK200	Product Planning and Pricing Policies
MARK202	Marketing Research and Information Systems
ELECT000	Elective
ELECT001	Elective-Mathematics
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
MARK205	Marketing Management I
MARK206	Marketing Management II
MARK207	Marketing Management III
MARK208	International Marketing
MARK110	Sales Pramatian
ELECT000	Elective

SEMESTER 5	15 WEEKS
BUS320	Organizational Behavior Theory
BUS321	Financial Management
BUS326	Faculty Directed Research I
MARK300	Industrial Marketing Management
MARK303	Marketing Law

SEMESTER 6	19 WEEKS
BUS334	Management of Organizational Behavior
BUS324	Canadian Business Policy and Strategy
BUS327	Faculty Directed Research II
MARK302	Marketing Management for Service Industries
MARK301	Management Information Systems

For more information, call Clive Cannan at (416) 867-2140 from 8 a.m. to 4:30 p.m. or the School of Business at (416) 867-2135.

IF YOU DON'T QUALIFY FOR A BUSINESS PROGRAM AT GEORGE BROWN, SEE OUR PRE-BUSINESS PROGRAM IN THE ACCESS DIVISION PAGES.

COMPUTER PROGRAMMER

GBC Code BU2010
St. James Campus
64 Weeks (continuous)

Starting: At various times during the year
Certification: Diploma
Summer classes

NOTE:
This is a concentrated program taken over a continuous 64-week period. The content is identical to Business—Information Systems; however, students complete the program in less time.

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
This program enables students to develop proficiency in a variety of activities associated with the analysis, design, implementation and control of computerized information systems.

CAREER PROSPECTS:
Graduates will be able to code computer programs in a variety of languages working under supervision from written specifications. The broad range of topics in the program will prepare the graduate for future advancement to more senior positions in systems analysis or management.

ADVANCED STANDING:
Students who successfully complete this program can be exempted from up to four credits in Atkinson College at York University. They may also enter Semester 5 of the Business Administration — Information Systems (BU1097) program.

SEMESTER 1	6 WEEKS
MATH114	Business Mathematics
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
PD100	Introduction to Distribution Management
COMM120	College English

SEMESTER 2	16 WEEKS
MATH116	Mathematics for EDP
IS101	COBOL I
IS104	Management Information Systems
IS103	Programming I
LIBS132	Being Human: Self, Society and Meaning
COMM126	Business Writing and Options

SEMESTER 3	16 WEEKS
MATH214	Statistics I
IS200	COBOL II
IS205	Data Base Concepts
IS210	Systems Analysis and Design
BUS124	Microcomputer Accounting Package Applications
COMM131	Report Writing and Options

SEMESTER 4	16 WEEKS
IS204	Advanced Programming
IS216	Operating Systems and Networks
IS208	Advanced IS Topics
MATH253	Quantitative Methods
PSY211	Human Resource Management
IS206	Programming in C

For more information, call Chris Morinis at (416) 867-2144 between 8 a.m. and 4:30 p.m. or call the School of Business at (416) 867-2135.

NEED SOME CAREER ADVICE
pg 3

COURT REPORTING — MACHINE SHORTHAND

GBC Code BU1280
St. James Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English. Typing speed of 40 wpm.

SELECTION PROCEDURE:
Applicants complete an English aptitude test. No previous knowledge of shorthand is required.

BACKGROUND:
A high degree of manual dexterity and communication skills are strongly recommended. Related business experience or successful completion of a recognized legal secretarial arts program would be beneficial.

PROGRAM DESCRIPTION:
This is an intensive program in verbatim reporting skills that includes, among other practical areas of study, actual experience in the courts working with an experienced court reporter. Actual court transcripts are used in the program, and therefore the material used for dictation can be sensitive. Students in the program must be prepared to work on the machine for a few hours each day outside of classroom time. Upon successful completion of the program, graduates are eligible to write the Chartered Shorthand Reporters Association examination. The testing procedures used during the course are approved by this association.

This program is unique in Ontario.

CAREER PROSPECTS:
Graduates are prepared for careers in the Supreme, District, and Provincial Courts, Official Examiners' offices, and other government agencies. There are also many opportunities for those who wish to freelance. Graduates may also work with closed captioning for the hearing impaired.

Court reporting is a highly responsible and challenging position that involves verbatim recording of judicial proceedings and their accurate transcription. Standards of excellence, dedication, and the ability to withstand long hours and pressure are qualities that the successful court reporter possesses. These qualities cannot be over-emphasized, as the outcome of a trial could be affected by the court reporter's transcript.

SEMESTER 1	15 WEEKS
ENG124	English for Court Reporting I
SHM102	Machine Shorthand Theory
KB102	Keyboarding Skill Development I
LAW102	Legal Terminology
BUS147	Anatomy/Medical Terminology

SEMESTER 2	17 WEEKS
ENG125	English for Court Reporting II
SHM112	Shorthand Speed Development I
KB111	Keyboarding Skill Development II
LAW120	Criminal Procedures
WORD119	Word Processing

SEMESTER 3	15 WEEKS
ENG133	Vocabulary Enrichment
KB205	Keyboarding Skill Development III
SHM123	Shorthand Speed Development II
BUS148	Computer-Aided Transcription I
ENG216	English and the Legal World I

SEMESTER 4	17 WEEKS
LAW218	Civil Procedure
ENG211	Latin I
BUS277	Court Procedures — District Court
SHM202	Shorthand Speed Development III
BUS271	Computer-Aided Transcription II
KB221	Keyboarding Skill Development IV
ENG217	English and the Legal World II

SEMESTER 5	15 WEEKS
ENG218	English for Court Reporting V
BUS278	Computer-Aided Transcription III
SHM300	Shorthand Speed Development IV
ENG212	Latin II
KB300	Keyboarding Skill Development V
LAW302	Contemporary Legal Issues

SEMESTER 6	17 WEEKS
SHM302	Shorthand Speed Development V
BUS279	Computer-Aided Transcription IV
KB302	Keyboarding Skills Development VI

For more information, call Susan Sheehan at (416) 867-2138 from 9 a.m. to 4 p.m. or call the School of Business at (416) 867-2135.

HEALTH RECORDS ADMINISTRATION

GBC Code BU1260
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Minimum of one Grade 11 or 12 science, one Grade 12 mathematics and Grade 12 English.

ABOUT THE PROGRAM:
This two-year diploma program focuses on various aspects of the health record administrator's role. It is designed to train organizers and managers of health information services to work with management and medical staff in the health care delivery system.

Bio-medical sciences provide background knowledge of the information encountered professionally. Management and information sciences are included to allow the graduate to develop skills for dealing with people in an organizational setting and for interpreting data for a variety of users. Classroom instruction is augmented by clinical experience in all four semesters. Graduates write the national exam of the Canadian College of Health Records Administrators.

CAREER PROSPECTS:
A patient entering a health care delivery system has a record initiated upon admission for treatment. The record contains a multitude of data including personal, diagnostic, and treatment details, as well as discharge information. Thousands upon thousands of these records are created each year. The health record administrator manages the system and the people who create, maintain, store, retrieve and interpret the data on these records for a variety of purposes. As a manager he/she must possess a variety of analytical, decision-making, interpersonal and communication skills.

SEMESTER 1	15 WEEKS
ANAT114	Anatomy and Physiology I
PATH103	Pathophysiology I — (Pharmacology/Microbiology)
MAN104	Management Theory I
BUS127	Health Information Management — Theory I
BUS141	Health Information Management — Laboratory I
WORD119	Intra/Microcamputers/ Ward Processing

SEMESTER 2	19 WEEKS
ANAT124	Anatomy and Physiology/Genetics II
PATH114	Pathophysiology II
MATH121	Statistical Methods and Research
BUS137	Health Information Management — Theory II
BUS151	Health Information Management — Laboratory II
MAN114	Management Theory II
PRAC116	Clinical Extension (3 weeks-35 hours/week)

SEMESTER 3	15 WEEKS
LAW214	Health Care Law
PSY208	Organizational Psychology I
BUS235	Health Record Administration — Theory III
BUS248	Health Record Administration — Laboratory III
MATH211	Hospital Statistics I
MATH204	Epidemiology
BUS140	Microcamputers in Business

SEMESTER 4	19 WEEKS
BUS256	Health Systems Data Analysis
PSY218	Organizational Psychology II
BUS245	Health Record Administration — Theory IV
BUS258	Health Record Administration — Laboratory IV
MATH221	Hospital Statistics II
MATH213	Biastatistics
MAN214	Management Theory III
PRAC216	Clinical Extension (3 weeks-35 hours/week)

For more information, call Heather Donavan at (416) 867-2134 between 9 a.m. and 3 p.m. or the School of Business at (416) 867-2135.

[Also see
Part-time Spring-Summer 1992-93 Calendar re:
ANAT 1131 — Human Anatomy & Physiology I; and
MATH 2041 — Intro. to Epidemiology]

HEALTH RECORDS TECHNICIAN

GBC Code BU1290
St. James Campus
1 Year (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Minimum of one Grade 11 or 12 science, one Grade 12 mathematics and one Grade 12 English.

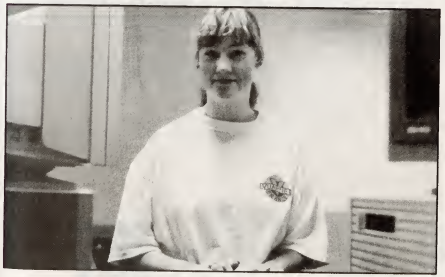
ABOUT THE PROGRAM:
The one-year certificate program focuses on the various aspects of the health records technician's role in maintaining records and databases of health information systems. It is designed in accordance with the standards and guidelines of the Canadian College of Health Records Administrators (CCHRA) and the Ministry of Colleges and Universities. Students develop the technical skills and attitudes needed to maintain and utilize health care data and assist in the management of a health information system. Graduates write the CCHRA national exam.

CAREER PROSPECTS:
A health records technician works in the medical record department of a hospital, clinic or other health care facility. Under the direction of the health care administrator, the graduate of the Health Records Technician program prepares, analyses and maintains health data and information required by the hospital health service facility, patient, health professionals, government and the public.

SEMESTER 1	15 WEEKS
ANAT114	Anatomy and Physiology I
PATH103	Pathophysiology I — (Pharmacology/Microbiology)
MAN104	Management Theory I
BUS127	Health Information Management — Theory I
BUS141	Health Information Management — Laboratory I
WORD119	Intra/Microcamputers/ Ward Processing

SEMESTER 2	19 WEEKS
ANAT124	Anatomy and Physiology/Genetics II
PATH114	Pathophysiology II
MATH121	Statistical Methods and Research
MAN114	Management Theory II
BUS137	Health Information Management — Theory II
BUS151	Health Information Management — Laboratory II
PRAC116	Clinical Extension

For more information, call Heather Donavan at (416) 867-2134 between 9 a.m. and 3 p.m. or the School of Business at (416) 867-2135.



HUMAN RESOURCES MANAGEMENT

GBC Code BU1440
St. James Campus
2 Years (4 Semesters)
Post-secondary

Starting: September
Certification: Diploma

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. Interview.

ABOUT THE PROGRAM:
The growing need for human resources professionals is being addressed by George Brown College's full-time program. This program offers a solid foundation for a wide rage of career opportunities in human resources. The Human Resources Professional Association of Ontario (HRPAO) offers the designation HRP to holders of their Certificate in Personnel Management Human Resources Professional (CPM) who have three or more years of related experience.

The CPM curriculum has been incorporated into George Brown's Human Resources Management program and we expect that it will meet the CPM requirements.

The HRPAO is represented on our advisory committee—a group of industry leaders who advise us on the design and delivery of the program.

CAREER PROSPECTS:
Graduates will be qualified for positions in: recruitment; compensation and benefits; training and development; human rights; health and safety; human resources information systems and research; and human resources general management in a wide variety of organizations. These entry-level positions in human resources management can lead into management-level positions and, ultimately, senior-level positions.

SEMESTER 1	15 WEEKS
ACC106	Introduction to Accounting
MATH173	Business Mathematics
EC105	Introduction to Economics
HRM104	Human Resources Administration
LIBS132	Being Human: Self, Society and Meaning
COMM120	College English

SEMESTER 2	19 WEEKS
ACC119	Accounting for Decision-making
MATH178	Statistics
IS107	Introduction to Information Systems
EC113	Labour Economics
LAW114	Employment & Human Rights Law
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
ELS207	Speaking with Confidence
PSY208	Organizational Behaviour
HRM201	Compensation & Benefits (Pay Equity)
HRM203	Staff Training & Development
HRM205	Recruitment & Selection
SOC213	Social History & Organized Labour in Canada

SEMESTER 4	19 WEEKS
SAFE105	Workplace Health & Safety
HRM207	Human Resources Information Systems
HRM209	Human Resources Planning
HRM211	Managing Change: a Co-operative Task
HRM213	Collective Agreements: Negotiation & Administration
HRM215	Employment Equity

For more information, call Anne McIntyre at (416) 867-2131 between 9 a.m. and 4 p.m. or the School of Business at (416) 867-2135.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

INSURANCE (BUSINESS)

GBC Code BU1180
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. High-school business courses in accounting, law, or bookkeeping are recommended.

ABOUT THE PROGRAM:
This program is for students who wish to pursue careers in the property/casualty insurance industry. Graduates will have a thorough theoretical knowledge of the basic principles and procedures of the business, with specific instruction in property insurance, liability insurance, automobile insurance and other coverages and business-related subjects.

After satisfying the examination requirements of the Insurance Institute of Canada and completing an appropriate period of practical employment in the industry, normally one year, the graduate becomes automatically eligible for election as an Associate of the Insurance Institute of Canada (AIIC), the first step towards the industry's highest professional designation, Fellow of the Insurance Institute of Canada (FIIC). (Over the course of the program, students may take nine AIIC exams, with the remaining three to be taken after graduation.)

CAREER PROSPECTS:
Trainee Underwriter — Using rate manuals and established procedures, a trainee underwriter reviews applications for limited amounts of coverage on simple risks. The trainee accepts or declines cases normally requiring limited technical knowledge or experience, and refers complex and unusual risks to superiors.

Claims Representative — The representative handles claims promptly, equitably and economically within the provisions of the insurance contract; investigates damage or loss; negotiates and settles assigned claims within an authorized amount; produces reports on the results of all investigations and negotiations to the claims supervisor and recommends further action on claims exceeding his/her authority.

SEMESTER 1	15 WEEKS
ELECT001	Business Mathematics
ACC100	Introduction to Accounting I
INS100	Principles and Practice of Insurance
MARK100	Introduction to Marketing
LAW206	Commercial Law
COMM120	College English

SEMESTER 2	19 WEEKS
INS101	Insurance on Property I
ELEC001	Business Mathematics
LIBS132	Being Human: Self, Society and Meaning
INS104	Personal Lines Production
ELECT000	Elective
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
INS102	Automobile Insurance
INS212	Insurance Against Crime
MATH214	Statistics I
PSY215	Human Resources Development
INS201	Insurance Against Liability
COMM131	Report Writing and Options

SEMESTER 4	15 WEEKS
INS203	Claims I
PRAC217	Microcomputer Use
INS103	Insurance On The Person
INS206	Casualty Covers
ELECT000	Elective

For more information, call Dr. William Basztyk, F.I.I.C., at (416) 867-2520 between 10 a.m. and 3 p.m. or call the School of Business at (416) 867-2135.

INTERNATIONAL TRADE (POST DIPLOMA)

GBC Code BU4490
St. James Campus
1 Year (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
University degree or college diploma in business and two years of relevant business, technical or professional experience.

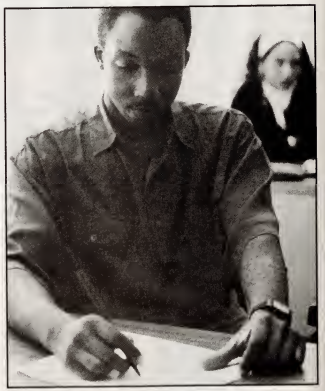
ABOUT THE PROGRAM:
This program is designed to assist the graduate in becoming proficient and professional in dealing with products, services, timeliness, quality and customer service in a cross-border, international, or multi-national environment. Work experience is an integral part of this program.

CAREER PROSPECTS:
Graduates may expect to find entry-level positions in international marketing and sales, international finance, international logistics, international project management, international purchasing, international traffic and transportation, customer service/relations and promotion of industrial products and consumer goods.

SEMESTER 1	15 WEEKS
IT405	Introduction to International Trade
IT410	International Banking & Finance
IT420	International Communications
IT425	International Market Cultures
IT430	Faculty-directed Research I
IT435	International Traffic and Transportation

SEMESTER 2	15 WEEKS
IT440	International Trade Law
IT445	International Negotiation, Bids & Purchases
IT455	International Business & Strategic Planning
IT460	International Customer Relations
IT465	Faculty-directed Research II
IT470	Customs Procedures

For more information, call Clive Cannan at (416) 867-2140 between 8 a.m. and 4:30 p.m. or the School of Business at (416) 867-2135.



INVESTMENT SALES ASSISTANT

GBC Code BU1410
St. James Campus
32 Weeks (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). An English proficiency test and an interview are required.

ABOUT THE PROGRAM:
An investment sales assistant is the right hand of the broker in an investment firm, handling a wide range of tasks in a fast-paced, dynamic setting. George Brown's program is the only one of its kind in Canada and was developed in response to a need in the investment industry with high-level input from seven Toronto-based investment houses. This intensive, 32-week program trains people to handle day-to-day transactions in financial markets and to work as an investment sales assistant. While graduates will not be involved with selling investments directly, they will be responsible for supporting the millions of transactions that affect the financial future of corporations, governments and individual clients around the world. The program is monitored by an advisory committee made up of executives from investment companies. Together the members guide and advise the college to ensure that the program keeps pace with changes in the investment industry.

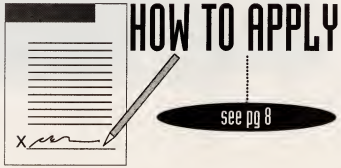
This program is unique in Canada.

CAREER PROSPECTS:
Sales assistant to financial brokers. In order to become registered sales assistant, graduates must enrol in and successfully complete the Canadian Securities Course offered separately by the Canadian Securities Commission, and write the examination.

SEMESTER 1	16 WEEKS
BUS152	Industry Overview
EC103	Economics
BUS153	Financial Management and Analysis I
ELS101	Speaking with Confidence — Part I
BUS156	Faculty-Directed Canadian Securities Study Course
BUS185	Managing Your Job and Yourself

SEMESTER 2	16 WEEKS
BUS157	Financial Management and Analysis II
BUS158	Business Law
ELS102	Speaking with Confidence — Part II
MATH139	Mathematics of Finance
BUS174	Faculty-Directed Canadian Securities Study Course
WORD119	Introduction to Microcomputers/Word Processing

For more information, call Bannie Palmer at (416) 867-2636 between 9 a.m. and 1 p.m. or the School of Business at (416) 867-2135.



MICROCOMPUTER OPERATOR

GBC Code BUS5390
St. James Campus
28 Weeks

Starting: Various times during the year
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Ontario Grade 10 in English and mathematics or demonstrated Academic Upgrading Level 3 ability on admission tests in English and mathematics. Typing speed of 25 net words per minute.

ABOUT THE PROGRAM:
This 28-week program allows students to learn microcomputer fundamentals. Included are word processing, database management, spreadsheet, and general accounting applications. Students begin by learning to manually perform elementary accounting functions up to and including financial statements. Also, the proper format for business correspondence and other documents is reviewed, along with improving keyboarding skill.

CAREER PROSPECTS:
Entry-level positions in secretarial or accounting/bookkeeping areas in businesses where automated equipment is used and where people with hands-on experience with computerized equipment are required.

NOTE:
From time to time, the Canada Employment and Immigration Commission directly purchases seats in this program, reducing the number of seats open to fee-paying students.

SEMESTER 1	14 WEEKS
KB500	Keyboarding II through IV
ENG589	Business Communications I
MATH579	Business Mathematics I
ACC512	Introduction to Accounting
BUS513	Document Preparation
BSS508	Microcomputer Fundamentals & Computer Statistics
WORD510	Word Processing

SEMESTER 2	14 WEEKS
KB501	Keyboarding II through IV
ENG590	Business Communications II
MATH580	Business Mathematics II
BUS518	Document Preparation and Machine Transcription
ACC522	Introduction to Accounting
BSS509	Database Management & Microcomputer Applications

For more information, call Ann McIntyre at (416) 867-2131 between 9 a.m. and 3 p.m. or the School of Business at (416) 867-2135.

OFFICE ADMINISTRATION — DENTAL

GBC Code BU1300
St. James Campus
1 Year (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and Grade 11 or 12 biology and chemistry. Typing speed of approximately 35/40 wpm.

ABOUT THE PROGRAM:
This program prepares individuals with the combination of dental clinical knowledge and office administrative skills necessary for the effective management of a dental practice. While this is a School of Business program, it is offered in conjunction with the college's Allied Health Department and gives students the opportunity to gain practical dental office experience through visits to, and learning in, the classrooms and facilities in the college's dental programs.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates of the Dental Office Administration program will be able to contribute in a meaningful way to the dental health care team. Graduates can look forward to employment in the management aspects of a dental practice.

SEMESTER 1	15 WEEKS
DENT114	Dental Office Procedures I
ACC126	Accounting
KB105	Keyboarding I
UBS132	Being Human: Self, Society and Meaning
PSY163	Psychology — Dental
DENT127	General Dental Sciences I
ENG162	Language and Communications

SEMESTER 2	19 WEEKS
KB113	Keyboarding for Computer Users
EDP116	Micro and Business Applications
DENT133	Dental Office Procedures
DENT122	Orientation to Radiography
DENT127	General Dental Sciences II
DENT132	Dimensions in Dental Management
DENT134	Dental Office Admin Pre-Graduate Experience

For more information, call Bonnie Palmer at (416) 867-2636 between 9 a.m. and 1 p.m. or the School of Business at (416) 867-2135.

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see inside back cover

OFFICE ADMINISTRATION — EXECUTIVE

GBC Code BU1061
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English. Keyboarding is strongly recommended.

ABOUT THE PROGRAM:
This program is designed to help students develop strong basic skills in typing, notetaking, transcription, accounting, word processing, verbal and written communication, and office procedures. Students have an opportunity to develop the skills required in today's electronic office. The program shares a common first semester with the Legal, Medical, and Information Systems programs. This provides the opportunity for a student to transfer to any of these programs after successfully completing Semester 1.

CAREER PROSPECTS:
Graduates will be well prepared to cope with the secretarial responsibilities of entry-level positions. This training plus experience should lead to advancement in an organization, including positions such as executive assistant and administrative assistant.

SEMESTER 1	15 WEEKS
BUS1B8	Document Preparation
MATH155	Business Mathematics I
ACC126	Introductory Accounting
KB105	Keyboarding I
BUS191	Procedural Analysis
LIBS132	Being Human: Self, Society and Meaning
COMM120	College English

SEMESTER 2	19 WEEKS
WORD119	Introduction to Microcomputers and Word Processing
MATH156	Business Mathematics II
KB108	Keyboarding II
DIC110	Machine Transcription
ELECT	Elective
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
WORD224	Word Processing/Machine Transcription
KB204	Keyboarding III
OP208	Office Procedures
SH104	Shorthand Theory
BUS140	Microcomputers in Business
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
RM209	Records Management
DIC211	Dictation Techniques
PSY216	Human Resource Management
WORD219	Advanced Word Processing/Machine Transcription
KB214	Keyboarding IV
SH208	Shorthand, Dictation & Transcription
COMM135	Advanced Grammar
COMM136	Job Search and Career Planning

For more information, call Anne McIntyre at (416) B67-2131 or the School of Business at (416)B67-2135 between 8:30 a.m. and 4 p.m.

OFFICE ADMINISTRATION — LEGAL

GBC Code BU1062
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English. Keyboarding is strongly recommended.

ABOUT THE PROGRAM:
The Legal program is designed to help students develop strong basic skills in typing, notetaking, transcription, accounting, word processing, verbal and written communications, and office procedures. These are further developed and refined through the study, preparation and processing of legal correspondence and documentation.

Students are given a thorough foundation of legal terminology and office procedures in the litigation, family, corporate and commercial, real estate and estate areas of law. The traditional secretarial skills, combined with hands-on training on microcomputer equipment and relevant applications, prepare highly qualified graduates who are capable of working effectively in the legal office environment. This program shares a common first semester with the Executive, Medical and Information Systems programs; therefore, a change of program can be made after the successful completion of Semester 1 if the student wishes to do so.

CAREER PROSPECTS:
Law firms and corporate legal departments are in constant need of qualified legal secretaries. Entry-level positions involve document preparation and general correspondence. College training and experience can lead to more involved activities often performed by paralegals and law clerks.

SEMESTER 1	15 WEEKS
BUS1B8	Document Preparation
MATH155	Business Mathematics I
ACC126	Introductory Accounting
KB105	Keyboarding I
LIBS132	Being Human: Self, Society and Meaning
BUS191	Procedural Analysis
COMM120	College English

SEMESTER 2	19 WEEKS
WORD119	Introduction to Microcomputers and Word Processing
OP206	Legal Office Procedures I
LAW103	Legal Terminology
MATH156	Business Mathematics II
KB108	Keyboarding II
ELEC	Elective
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
WORD220	Legal Word Processing/Machine Transcription I
OP207	Legal Office Procedures II
LAW202	Business Law I
KB204	Keyboarding III
SH104	Shorthand Theory
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
OP217	Legal Office Procedures III
LAW203	Business Law II
KB214	Keyboarding IV
WORD221	Legal Word Processing/ Machine Transcription II
SH208	Shorthand, Dictation & Transcription
COMM135	Advanced Grammar
COMM136	Job Search and Career Planning

For more information, call Susan Sheehan at (416) B67-2138 or the School of Business at (416) B67-2135 between 9 a.m. and 4 p.m.

OFFICE ADMINISTRATION — MEDICAL

GBC Code BU1063
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English. Keyboarding is strongly recommended.

ABOUT THE PROGRAM:
The two-year medical program gives students the opportunity to develop the skills, abilities and knowledge needed in today's medical offices. Practical skills, including keyboarding, word processing, medical terminology, medical transcription and medical office procedures are important parts of the program. The role of modern technology in the office in terms of information processing systems is stressed. This program shares a common first semester with the Legal and Executive programs; therefore, a change of program can be made after the successful completion of Semester one if the student wishes to do so.

CAREER PROSPECTS:
Employment opportunities exist in doctors' offices, clinics, pharmaceutical companies, government agencies, and hospitals as medical receptionists, physicians' secretaries, hospital ward clerks, medical transcriptionists, etc. Career advancement to supervisory level is contingent on experience.

SEMESTER 1	15 WEEKS
BUS188	Document Preparation
MATH155	Business Mathematics I
ACC126	Introductory Accounting
KB105	Keyboarding I
LIBS132	Being Human: Self, Society and Meaning
BUS191	Procedural Analysis
COMM120	College English

SEMESTER 2	19 WEEKS
WORD119	Introduction to Microcamputers and Word Processing
BUS139	Medical Office Procedures I
BUS143	Machine Transcription
BUS144	Medical Terminology I
MATH156	Business Mathematics II
KB108	Keyboarding II
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
BUS270	Medical Terminology II
KB204	Keyboarding III
WORD222	Medical Ward Processing/ Machine Transcript I
BUS269	Medical Office Procedures II
ELEC	Elective
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
PSY215	Human Resource Management
BUS274	Medical Terminology III
KB214	Keyboarding IV
WORD223	Medical Ward Processing/ Machine Transcription II
BUS273	Medical Office Procedures III
COMM135	Advanced Grammar
COMM136	Job Search and Career Planning

For mare informatian, call Bonnie Palmer at (416) 867-2636 between 9 a.m. and 1 p.m. ar the School of Business at (416) 867-2135.

NOT SURE YOU QUALIFY?
pg.6

PROPERTY MANAGEMENT

B

BUSINESS

GBC Code BU1140
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
Every company needs good managers — people who are willing to make decisions, see that work is done on time within a budget, and know how to encourage their employees to give top performance. The property management field is no exception. The curriculum of this program has been developed by leaders of the property management industry and prepares students for certification in the public and private sectors. In addition to collecting rents, the professional manager must be able to train and direct staff, set budgets, administer funds, keep tenants content, keep the property up to a standard that will increase its value, and run the project as if it were his/her own investment.

Graduates of the program are employed by such firms as Royal LePage, Greenwin Property Management, Metro International and Ontario Housing Corporation.

CAREER PROSPECTS:
Graduates can expect to be employed as assistant property managers for residential properties — apartments, condominiums, town houses, public housing, co-op housing; commercial properties — office buildings, shopping centres; and industrial properties — warehouses, industrial plazas.

SEMESTER 1	15 WEEKS
HOUS111	Housekeeping — Theory
ACC100	Introduction to Accounting
SEC111	Security and Safety
LAW105	Law — Real Estate
LAW111	Law
MATH148	Mathematics
COMM120	College English

SEMESTER 2	19 WEEKS
(Secand semester includes twa weeks wark experience in industry.)	
REL112	Residential Management
MAIN111	Maintenance — Theory
MAIN112	Maintenance — Practical
URB100	Urban Studies — I
URB110	Urban Studies — II
PROP211	Amenity and Common Area Management
PRAC111	Management Practice (Wark Experience)
HOUS112	Housekeeping — Practical
ACC102	Accounting For Decision Making
COMM126	Business Writing and Optians

SEMESTER 3	15 WEEKS
MARK211	Advertising and Sales Promotion
INS211	Insurance
INS213	Insurance
REL212	Residential Management
PRAC213	Mortgage Administration
ARCH101	Mechanical Systems — Heating & Air Conditioning.
PROP213	Office Building Management
PRAC217	Microcamputer Use

SEMESTER 4	19 WEEKS
(Faurth semester includes twa weeks wark experience in industry.)	
MARK212	Advertising and Sales Promotion
ACC213	Accounting for Property Management
PRAC211	Management Practice (Wark Experience)
PROP205/215	Condominium Management
PROJ200	Research Project
ARCH102	Mechanical Systems — Plumbing & Electrical
PROP214	Shopping Centre Management
PSY215	Human Resources Development

For mare information, call Dr. William Basztyk at (416) 867-2520 between 8 a.m. and 4:30 p.m. ar call the School af Business at (416) 867-2135.

SMALL BUSINESS MANAGEMENT
(BUSINESS ADMINISTRATION)

GBC Code BUS1340
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM:
The program addresses both the opportunity that the growth in small business provides and the necessity of improving the survival rate of such businesses, by graduating students suited to the needs of this vital business sector.

The program integrates the whole area of business principles and practice in a way that an entrepreneur will have to understand to handle all these functions in his/her new business. The extensive use of the case study method, prepares graduates for work without a long training period

CAREER PROSPECTS:
Career opportunities for graduates are mainly in small business. The program is ideal for anyone planning to manage a small business, enter a family business or start a new business.

SEMESTER 1	15 WEEKS
SBM166	Small Business Management
BUS124	Microcomputer Packages and Applications
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
ELECT001	Business Mathematics
COMM120	College English

SEMESTER 2	19 WEEKS
MARKXX1	Small Business Marketing
ECO120	Introduction to Ecanamics
BUS123	Business Regulations
ACC102	Accounting for Decision Making
MATH125	Mathematics of Merchandising
COMM126	Business Writing and Options

SEMESTER 3	15 WEEKS
PROXX1	Pramate your Business
BUS237	Retail Strategies
ACC114	Financial Statements — Development, Use & Application
BUS23B	Business Case Studies
XXXXXX	International Trade
MARKXX2	Service Marketing
COMM131	Report Writing and Options

SEMESTER 4	19 WEEKS
BUS239	Effective Selling
BUS240	Computer Applications for Small Business
MAN201	Maney Management & Banking
MAN202	Internal Business Management
BUS242	Behavioural Sciences in Business
ELECT	Elective
BUSXX1	Entrepreneurship within the Large Carporation

For mare information, call Dr. William Basztyk at (416) 867-2520 between B a.m. and 4:30 p.m. ar call the School of Business at (416) B67-2135.

SPORTS MARKETING (POST DIPLOMA)

GBC Code BU4480
St. James Campus
1 Year (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
University degree or college diploma in marketing and a demonstrated interest in the sports industry. This should include work experience in sports marketing and may include a minimum of 150 hours of any relevant work in the sports industry. Applicants must have a minimum of one year of full-time marketing experience to be considered for admission.

BACKGROUND:
Some computer literacy and courses in introductory accounting and finance are recommended.

ABOUT THE PROGRAM:
People who love marketing and sports can mix business with pleasure by taking this intensive, 32-week post-diploma program. There is no other program like this in Canada or North America. Expert faculty members prepare students to work in jobs at the operational level and to move up to management positions in a sports marketing environment. Work experience is an integral part of the program. The program makes extensive use of guest speakers, case studies, practical projects, and simulations requiring analytical decision making.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates have the necessary skills to progress to marketing management positions in organizations such as manufacturers and distributors of sporting goods, sport marketing agencies, sport associations, teams, government agencies and commercial sports facilities.

SEMESTER 1	15 WEEKS
SPMK400	Applications in Sport Marketing
SPMK401	Sport and Society
SPMK402	Sport Marketing Management
SPMK405	Microcamputer Applications for Sport Marketing
SPMK404	Sport Event Planning and Management I

SEMESTER 2	15 WEEKS
SPMK410	Applied Interpersonal Skills
SPMK411	Media Applications in Sport
SPMK412	Licensing and Merchandising Sport Products
SPMK416	Financial Management for Sport Marketing
SPMK414	Sport Event Planning and Management II

For more information, call Clive Connon or the Business Division at (416) B67-2140 between 8 a.m. and 4:30 p.m.

WORKERS' COMPENSATION CLAIMS MANAGEMENT (POST DIPLOMA)

GBC Code BU4470
St. James Campus
38 Weeks (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Minimum entry — a two-year community college diploma or equivalent standing. Personal interview required.

ABOUT THE PROGRAM:
This one-year certificate program focuses on the various aspects of the workers' compensation claims management role. It is designed to provide technical knowledge of the Workers' Compensation Act and the adjudicative process to both obtain and disseminate information about case administration and to assist in the management of case records.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates may be employed by the Workers' Compensation Board, private and government agencies providing advocacy to workers and employers, and public and private businesses and industries employing large numbers of workers.

SEMESTER 1	15 WEEKS
ANAT401	Anatomy and Physiology I
PATH400	Pathophysiology I
COMM401	Communication
WC400	Workers' Compensation Adjudication Theory I
WC401	Workers' Compensation Adjudication Lab I
WC402	Legal Implications of Workers' Compensation Adjudication

SEMESTER 2	19 WEEKS
ANAT402	Anatomy and Physiology II
PATH401	Pathophysiology II
MAN402	Management Theory
WC403	Workers' Compensation Adjudication Theory II
WC404	Workers' Compensation Adjudication Lab II
WC405	Workers' Compensation Overview
WC406	Clinical Extension (4 weeks)

For more information, call Heather Donovan at (416) 867-2134 between 9 a.m. and 3 p.m. or the School of Business at (416) 867-2135.

NEED SOME CAREER ADVICE pg 3

COMMUNITY SERVICES DIVISION

Dean:
Jeff Vile

Chairperson:
Georgia Quartaro

COMMUNITY SERVICES

Community service professionals work with people of all ages and backgrounds — from infants in daycare centres to senior citizens. This type of work demands specialized training that is vital when working one-on-one or in a team care situation. Community Services programs foster independent thinking — so graduates can analyze a situation and take action. All programs are a careful mix of classroom theory and field work, with students putting their new knowledge and skills to work in supervised community settings. Community Services instructors, who have had years of experience in subjects they teach, do much more than lecture. They work with students to set educational goals, resolve problems and evaluate progress. George Brown's Early Childhood Education program offers students the experience of field work in one of the college's eight nationally acclaimed community-based daycare centres.

ACTIVATION CO-ORDINATOR/GERONTOLOGY

GBC Code AP1090
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Volunteer or work experience with older people. Applicants must submit proof of a satisfactory medical examination and attend a personal interview. (Please call 867-2185 for an appointment.)

Before entering Year 2 (Semester 3), students are required to produce evidence they have completed a Standard First Aid course.

ABOUT THE PROGRAM:

George Brown has the only post-secondary college program that offers a diploma after training people to become activation co-ordinators. Activation co-ordinators are human service professionals with specific knowledge in gerontology. Their major goal is to promote and provide meaningful activity based on individual and group needs (physical, social, emotional, intellectual and spiritual).

The program develops therapeutic skills for people seeking careers in activity programming in either institutional or community settings providing services for elderly persons. The programming focus in gerontology is a specialized feature of this program.

The three-day-per-week academic component encompasses the scientific study of the problems of aging. The two-day-per-week experiential component offers students the opportunity to integrate theory with practice in an institutional or community setting under the close supervision of a professional practitioner.

This program is also offered part-time.

This program is unique in Ontario.

CAREER PROSPECTS:

The increasing population of older people has created a growing demand for workers with knowledge and skills specific to the needs of later life. Graduates are employed in nursing homes, homes for the aged, retirement homes, day-care centres for seniors and community-based service agencies.

ADVANCED STANDING:

Students who successfully complete this program may be considered for exemptions in other community services programs at George Brown. They may also qualify for exemptions in the Bachelor of Arts (Gerontology) program at McMaster University.

SEMESTER 1	15 WEEKS
ACT103	Ambulation and Exercise
GERI101	Biology of Aging
ACT208	Assessment Skills
ACT104	Activity Planning
ACT105	Use of Crafts & Hobbies
FLDW101	Field Work Seminar
FLDP101	Field Practice
COMM 120	College English

SEMESTER 2	19 WEEKS
ACT110	Special Needs
PSY116	Introduction to Gerontology
ACT109	Group Processes I
PSY169	Introductory Psychology
ACT226	Therapeutic Programming
ACT212	Psycho-Geriatrics
FLDW102	Field Work Seminar
FLDP102	Field Practice

SEMESTER 3	15 WEEKS
ACT210	Organizational Management Skills I
ACT106	Normalization and Rematvation
ACT214	Counselling Skills
ACT100	Growth & Development
ACT217	Program Development & Evaluation
ACT109	Group Process II
FLDW203	Field Work Seminar
FLDP203	Field Practice

SEMESTER 4	19 WEEKS
ACT211	Organizational Management Skills II
CS200	Co-ordination Skills
ACT215	Community Resources
ACT227	Values, Ethics & Professionalism
SOC172	Introductory Sociology
FLDW204	Field Work Seminar
FLDP204	Field Practice

For more information, call Linda Oakes at (416) 867-2185 between 9 a.m. and 4 p.m.

CHILD AND YOUTH WORKER

GBC Code AP1110
St. James Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Advanced English at the senior level is strongly recommended. Volunteer or work experience with older children and/or adolescents. Some qualified applicants may be invited to attend an interview/information session and complete a written questionnaire. Successful applicants must submit proof of a satisfactory medical examination.

Before entering Semester 2, students are required to produce evidence that they possess a valid Standard First Aid certificate.

BACKGROUND:

All applicants should have a minimum of 60 hours of documented experience with older children or adolescents, which could have been gained through recreation, camp counselling, "Y" programs or volunteer community programs. This is excluding co-operative education programs taken through secondary schools.

ABOUT THE PROGRAM:

The program develops therapeutic skills and abilities in students, enabling them to work creatively with other professionals concerned with the care and treatment of children and adolescents with problems. The solid qualifications of George Brown's faculty ensures teaching excellence and high standards. The academic subjects taken in the program are correlated closely with continuous supervised field experience. The development of self-awareness and emotional maturity is emphasized along with the ability to relate effectively to other people.

Field placements for this program include some of the most prestigious agencies and institutions in Canada, such as psychiatric hospitals, group homes and special education classrooms. In second and third year, students are expected to work shifts (not overnight) and may be requested to work one weekend per month.

This program is also available part-time for people who now work with troubled children or adolescents.

CAREER PROSPECTS:

Graduates find employment in treatment centres, group homes, hospitals, schools and community-based treatment programs. Employment prospects are excellent.

ADVANCED STANDING:

Graduates may qualify for exemptions in Community Services programs at George Brown College.

SEMESTER 1	17 WEEKS
CHI110	Health and Nutrition
CHI111	Introduction to Psychology
CHI112	Human Growth and Development
CHI113	Therapeutic Activities
CHI102	Integrative Seminar
CHI115	Group Dynamics
CHI121	Field Practice
CHI122	Introduction to Child and Youth Care
COMM 120	College English

SEMESTER 2	17 WEEKS
CHI112	Human Growth and Development
CHI115	Group Dynamics
CHI109	Interviewing and Counselling I
CHI113	Therapeutic Activities
CHI119	Child & Youth Work Methods
CHI102	Integrative Seminar
CHI121	Field Practic
CHI124	Therapeutic Foundations
COMM127	Field Writng and Optians

SEMESTER 3	17 WEEKS
CHI209	Interviewing & Counselling II
CHI201	Adolescent Development
CHI230	Programming for Adolescents
CHI200	Normal Family Processes
CHI212	Child & Youth Work Methods II
CHI213	Integrative Seminar
CHI214	Field Practice
CHI118	Introduction to Sociology

SEMESTER 4	17 WEEKS
CHI207	Working with Families
CHI206	Human Sexuality
CHI212	Child and Youth Work Methods II
CHI213	Integrative Seminar
CHI214	Field Practice
CHI215	Assessments and Plans of Care

SEMESTER 5	17 WEEKS
CHI312	Exceptional Children
CHI321	Psychopathology I
CHI303	Supervision and Team-building
CHI305	Integrative Seminar
CHI306	Field Practice
CHI204	Research Methods

SEMESTER 6	17 WEEKS
CHI300	Values, Ethics and Professionalism
CHI331	Psychopathology II
CHI308	Integrating Theory and Practice
CHI320	Legislation and Social Issues
CHI305	Integrative Seminar
CHI306	Field Practice

For more information, call Tim Klassen at (416) 867-2614 between 8:30 a.m. and 5 p.m.

COMMUNITY WORKER

GBC Code AP1070
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants must attend a group interview, which can be arranged by calling (416) 867-2185. Strongly recommended background courses include: sociology, social issues, political science, history and English.

BACKGROUND:
Extensive life experience, belief in the involvement of people in decision-making, commitment to human rights and social justice, and previous community involvement are assets. Good communication skills are essential.

ABOUT THE PROGRAM:
This is the only undergraduate program in community development in Ontario. The Community Worker program enables people with a commitment to community work to enhance and develop their knowledge and skills. Graduates of this program provide leadership to community groups who need help in identifying and taking action on community problems.

The program consists of classroom instruction and field work practice. Emphasis is placed on sharing ideas and experiences. Students are expected to be mature and self-directing and to assume the major responsibility for their own learning. ASL translation is available in class.

In second year, students select areas of concentration.

This program is unique in Ontario.

CAREER PROSPECTS:
The community worker is a generalist in community development who works primarily in a resource capacity with groups and community organizations. Graduates are employed in co-operatives, advocacy groups, community centres, health and legal clinics, immigrant and refugee services, and in organizing new community services.

ADVANCED STANDING:
Students who successfully complete this program may qualify for exemptions in social work at Ryerson Polytechnical Institute, in social science/sociology programs at York University, and in the Human Services Counsellor program at George Brown.

SEMESTER 1	17 WEEKS
CW116	Field Work I
CW117	Field Work Seminar I
CW131	Processes in Facilitating Community Groups II
CW119	Community Work Theory and Practice I
CW120	Political Science I
CW121	Sociology
CW122	Human Growth ond Behavior
ELS107	English Basics for Community Workers

SEMESTER 2	17 WEEKS
CW116	Field Work I
CW117	Field Work Seminar I
CW126	Business Administration
CW119	Community Work Theory ond Practice I
CW141	Processes in Facilitating Community Groups II
CW120	Political Science I
CW121	Sociology
COMM120	College English

SEMESTER 3	17 WEEKS
CW219	Community Work Theory ond Practice II
CW216	Field Work II
CW217	Field Work Seminar II
CW220	Political Science II
CW223	Counselling for Community Workers
ELECT	Elective
ELECT	Elective
TWO OF:	
CW224	Aging in the Community
CW229	Applied Research Project
CW226	Co-op Management Studies
CW233	Cross-Cultural and Anti-Racist Strategies in Community Work
SGL100	Student Government Leadership A
CW237	Special Studies in Community Work I

SEMESTER 4	17 WEEKS
CW219	Community Work Theory and Practice II
CW216	Field Work II
CW217	Field Work Seminar II
CW220	Political Science II
CW241	Processes in Facilitating Community Groups
ELECT	Elective
ELECT	Elective
TWO OF:	
CW222	Community Legal Services
CW235	Community Resources for the Elderly
CW232	Community Economic Development
CW229	Applied Research Project
SGL101	Student Government Leadership B
CW239	Special Studies in Community Work II

(Some electives may not be offered).

NOTE: Curriculum is under review. Some course changes may occur.

For more information, call the Community Services Division at (416) 867-2185.

COUNSELLOR/ADVOCATE FOR ASSAULTED WOMEN AND CHILDREN

GBC Code AP1150
Nightingale Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants must attend a personal interview. The mature student with personal, volunteer, or employment experience in women's services is the preferred applicant for this program.

ABOUT THE PROGRAM:
This program provides students with a feminist analysis of the political and counselling issues related to violence against women and children. It trains students to be change agents in their work of community education, political action and law reform. It prepares students to provide counselling and advocacy for women and children who have experienced or are experiencing violence. It offers a feminist perspective on violence against women and children. A major portion of the program is the field work component.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates will work in a variety of settings including transition and interval houses, rape crisis centres, women's health centres and community centres.

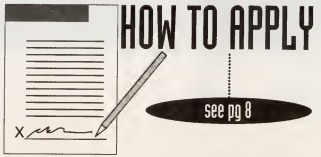
SEMESTER 1	17 WEEKS
AWC110	Group Process I (Support Groups)
AWC100	Women, Race & Class
AWC113	Gender Identity Development
AWC120	Feminist Counselling Skills
AWC122	Intro to Feminism
AWC214	Programs for Children of Assaulted Women
AWC109	Wife Assault: Social & Political Issues
AWC108	Intro to Violence Against Women & Children
COM120	College English
ENG 161	English

SEMESTER 2	17 WEEKS
AWC111	Group Process II (Group Dynamics)
AWC102	Psychology of Women
AWC207	Feminist Counselling: Theory & Practice
AWC118	Wife Assault: Counselling Issues
AWC115	Field Work Seminar I
AWC116	Field Placement I (2 days)
AWC123	Inter Cultural Communications
ENG165	Report Writing

SEMESTER 3	17 WEEKS
AWC201	Group Process III (Group Leadership)
AWC117	Incest & Child Sexual Abuse: Counselling Issues
AWC208	Sexual Assault: Social & Political Issues
AWC209	Feminist Political Action I
AWC119	Women & the Law I
AWC215	Field Work Seminar II
AWC216	Field Placement II (3 days)

SEMESTER 4	17 WEEKS
AWC211	Group Process IV (Working with Community Groups)
AWC210	Feminist Political Action II
AWC213	Sexual Assault: Counselling Issues
AWC202	Women and the Law II
AWC225	Field Work Seminar III
AWC226	Field Placement III (3 days)
AWC206	Incest & Child Sexual Abuse: Social and Political Issues

For more information, call Sondro Fishleigh at (416) 867-2310 between 9 a.m. and 4 p.m.



DAY CARE ASSISTANT

GBC Code AP1120
Nightingale Campus
1 Year (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Basic level credits will be considered on an individual basis. Applicants must attend an information/interview session and submit proof of a satisfactory medical examination. Before entering Semester 2, students are required to produce evidence that they have completed a Standard First Aid course.

BACKGROUND:
Previous work/volunteer/co-op experience with young children is desirable, but not essential. Courses in family studies (with a daycare focus) are recommended.

ABOUT THE PROGRAM:
The program trains students to work as assistants with young children aged 6 weeks -10 years, in day-care centres, nursery schools, and family home daycare settings. Emphasis is placed on basic skill development.

Within each semester, the weeks are divided into 3 days of classroom theory, and 2 days of field experience. In addition there is a 2-week block field placement in each semester.,

CAREER PROSPECTS:
Graduates find employment as assistant teachers in daycare centres, nursery schools, or as family home daycare providers.

ADVANCED STANDING:
Graduates are eligible to apply to the second year of the college's Early Childhood Education (AP1050) program.

SEMESTER 1	17 WEEKS
DAY100	Infant and Child Development
DAY101	Interpersonal Communications
DAY102	Principles of Day Care I
DAY106	Music and Storytelling
DAY104	Creative Activities
DAY107	Field Work Seminar
DAY105	Field Work
ELS123	Language and Communications

SEMESTER 2	17 WEEKS
DAY100	Infant and Child Development
DAY101	Interpersonal Communications
DAY112	Principles of Day Care II
DAY104	Creative Activities
DAY103	Health, Safety and Nutrition
DAY107	Field Work Seminar
ELECT	Elective
ELS123	Language and Communications

For more information, call Carolyn Grayston at (416) 867-2474 between 9 a.m. and 4:30 p.m.

EARLY CHILDHOOD EDUCATION

GBC Code AP1050
Nightingale Campus
2 Years (4 semesters)
Post-secondary

Starting: September, February
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants are required to complete a questionnaire, attend an information session, and submit proof of a satisfactory medical examination. By the end of Year 2, students are required to produce evidence they have completed a Standard First Aid course.

BACKGROUND:
Experience in working with young children is desirable.

ABOUT THE PROGRAM:
This program enables students to gain skills and knowledge through a unique system of alternate blocks of classroom theory and field practice. George Brown's program provides theoretical and practical training with infant, toddler, pre-school and school-age children. The program prepares students to work in nursery and child-care settings with children aged six weeks to ten years, including children with special needs. Emphasis is placed on integration of theory and practical skills. This unique program is divided evenly into alternating academic and field work blocks, e.g. Semester I has eight weeks of theory classes followed by seven weeks of practical experience in an approved centre. Graduates receive an Early Childhood Education Diploma.

This program is also offered part-time.

CAREER PROSPECTS:
Graduates find employment in child-care centres and nursery schools. Opportunities also exist in pediatric playrooms, special education settings, parent-child resource centres, junior kindergarten and therapeutic nursery programs. Graduates are eligible to apply for advanced standing in degree programs.

SEMESTER 1	16 WEEKS
ECE100	Infant and Child Development
ECE101	Health, Safety & Nutrition
ECE103	Interpersonal Communications
ECE119	Principles of Day Care I
ECE106	Creative Expression I
PSY107	Introductory Psychology
ECE110	Field Work Seminar
ECE113	Field Practice
COM120	College English
SOC106	Intro Sociology
ELS121	English Skills I (if required)
ECE112	*Infant/Toddler Skills 1 OR
ECE115	Pre-School Skills 2 OR
ECE223	School-age Skills 3

SEMESTER 2	16 WEEKS
ECE100	Infant and Child Development
ECE101	Health, Safety & Nutrition
SOC106	Introductory Sociology
ECE103	Interpersonal Communications
ECE106	Creative Expression I
ECE119	Principles of Day Care I
COM127	Field Writing
ECE111	Field Work Seminor
ECE114	Field Practice
ELS119	Language and Communications
PSY107	Intro Psychology
ECE112	Infant/Toddler Skills 1 OR
ECE115	Pre-School Skills 2 OR
ECE223	School-age Skills 3

SEMESTER 3	16 WEEKS
ECE200	Human Growth and Development
ECE201	Children with Special Needs
ECE204	History and Philosophy of ECE
ECE220	Policy, Monogement and Legislation
ECE206	Family Dynamics
ECE207	Parent Involvement
ECE210	Field Work Seminor
ECE212	Field Practice
ECE217	Principles of Day Care II
ECE209	Creative Expression II
ECE112	Infant/Toddler Skills I OR
ECE115	Pre-School Skills 2 OR
ECE223	School-age Skills 3

SEMESTER 4	16 WEEKS
ECE200	Human Growth and Development
ECE201	Children with Special Needs
ECE204	History and Philosophy of ECE
ECE220	Policy, Monogement and Legislation
ECE206	Family Dynamics
ECE207	Parent Involvement
ECE211	Field Work Seminor
ECE213	Field Practice
ECE217	Principles of Day Care II
ECE209	Creative Expression II
ECE112	Infant/Toddler Skills I OR
ECE115	Pre-School Skills 2 OR
ECE223	School-age Skills 3

*Over the four semesters, students must complete Skills 1, 2, and 3.

For more information, please call Pam Doyle or Jane Bertrand at (416) 867-2310 between 8 a.m. and 5 p.m.

HEALTH CARE AIDE

GBC Code AP7530
St. James Campus
16 Weeks

Starting: September, January, March/April
Certification: Certificate

PREREQUISITES:
Facility in English. Personal interview. Please call (416) 867-2185 for an appointment.

ABOUT THE PROGRAM:
This program provides excellent teaching in the basic training necessary for those who wish to work with patients in long-term or chronic care facilities.

Graduates of the program work under the supervision of registered nurses or registered nursing assistants. The health care aide is expected to provide personal care for the comfort and safety of residents and be involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident. In addition, the health care aide observes, reports and assists in maintaining records of changes in condition of residents and thus shares in the responsibility for the total care of the residents.

The Health Care Aide program was developed and is recognized by the Ministry of Health, the Ministry of Colleges and Universities and the Ministry of Community and Social Services.

CAREER PROSPECTS:
Health care aides find employment in chronic care institutions, extended care facilities, nursing homes and homes for the aged as well as in private homes and some acute care hospitals.

COURSES	16 WEEKS
CARE900	Communications
CARE901	Biological Needs
CARE903	Social and Emotional Needs
CARE909	Ambulation & Activation
CARE908	Personal Care
CARE910	Field Practice

For more information, call Linda Oakes at (416) 867-2185 between 9 a.m. and 4 p.m.

HUMAN SERVICES COUNSELLOR
(FORMERLY ADDICTION COUNSELLOR)

GBC Code AP1100
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). A good command of oral and written English. Applicants are required to complete a questionnaire, attend a personal interview, and submit proof of a satisfactory medical examination. Call (416) 867-2185 to arrange a personal interview.

BACKGROUND:
The program is primarily aimed at the mature student with volunteer social service experience, post-secondary school, work or both. The person able to communicate well and to show empathy is preferred. Generally, individuals who have experienced substance abuse, psychiatric care, or incarceration may be considered after two years of chemical-free and/or community integrated lifestyle. The program is very intensive and emotionally demanding.

ABOUT THE PROGRAM:
George Brown was the first college in Ontario to offer a program specializing in addiction counselling. The program offers three areas of concentration: Addictions, Mental Health and Criminal Justice. Each student selects a major and minor concentration by the end of the second semester and focuses on those areas with study, research and extensive field work.

The concentration in Addictions emphasizes concepts developed jointly by the Addiction Research Foundation of Ontario and the College.

A major portion of the program is 1,000 hours of supervised and evaluated field work. Students attend classes three days a week with two days of field work in first year, and two days of classes with three days of field work in second year. The program is also offered part-time.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates find employment in a variety of settings such as the Donwood Institute, Operation Springboard, John Howard Society, halfway houses, detox centres, community centres, group homes and other agencies in the addiction, mental health and correctional fields. Some use both their diploma and other training experience to work in very specialized settings such as psychiatric group practice, community colleges and life skills programs.

ADVANCED STANDING:
This program may qualify students for exemptions in credits of the Bachelor of Arts program at York University's Atkinson College. Students may also get exemptions from other community services programs at George Brown and other colleges.

SEMESTER 1	17 WEEKS
HUS100	Field Work I
HUS101	Field Work Seminar I
HUS102	Counselling Theory and Practice I
HUS103	Group Process I
HUS104	Human Growth and Behaviour
HUS105	Sociology
HUS106	Introduction to Human Services
HUS110	Counselling Practice Laboratory
COMM120	College English

SEMESTER 2	17 WEEKS
HUS100	Field Work I
HUS101	Field Work Seminar I
HUS102	Counselling Theory and Practice I
HUS103	Group Process I
HUS104	Human Growth and Behaviour
HUS105	Sociology
HUS109	Life Skills I
HUS110	Counselling Practice Laboratory
HUS115	Values, Ethics and Professionalism

SEMESTER 3	17 WEEKS
HUS200	Field Work II
HUS201	Field Work Seminar II
HUS202	Counselling Theory and Practice II
HUS203	Group Process II
HUS209	Life Skills II
Choose 2 of the following 3 electives, one as a major area of concentration and one as a minor:	
HUS222	Addiction Concentration
HUS224	Mental Health Concentration
HUS226	Criminal Justice Concentration
Choose the special studies related to your major area of concentration:	
HUS228	Special Studies in Addictions
HUS230	Special Studies in Mental Health
HUS232	Special Studies in Criminal Justice

SEMESTER 4	17 WEEKS
HUS200	Field Work II
HUS201	Field Work Seminar II
HUS202	Counselling Theory and Practice II
HUS203	Group Process II
Continue choices of major area of concentration and minor:	
HUS222	Addiction Concentration
HUS224	Mental Health Concentration
HUS226	Criminal Justice Concentration
Choose the Special Studies related to your major area of concentration:	
HUS228	Special Studies in Addiction
HUS230	Special Studies in Mental Health
HUS232	Special Studies in Criminal Justice

For more information, call (416) 867-2185 between 9 a.m. and 4 p.m.

INTERVENOR FOR DEAF-BLIND PERSONS

GBC Code AP1160
Nightingale Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants may be asked to attend an information session and complete a written questionnaire.

ABOUT THE PROGRAM:
Intervenors act as the eyes and ears for people who are both deaf and blind. Students will learn to help people with this dual disability to communicate and become more independent, and, in some situations, they assist them with activities of daily living. This unique program was developed in partnership with a number of community organizations and associations such as the CNIB, Canadian Deaf-Blind and Rubella Association, Canadian National Society of the Deaf-Blind, and the Deaf-Blind Association of Toronto. Through alternative communication methods, intervenors enable deaf-blind people to access information and interact with their environment. Students gain knowledge and skills to work with deaf-blind children and adults, as well as theory and practical experience in the specialized techniques of intervention.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates will be qualified for a career as an intervenor with: boards of education, social services agencies, deaf-blind persons, families of deaf-blind persons, community residential settings, government agencies, and specialized school programs and institutions.

SEMESTER 1	16 WEEKS
INT1100	Human Growth & Development
INT1110	Deaf-Blind Communication Theory & Practice
INT1120	Current Practices and Issues
INT1130	Interpersonal Skills
INT1140	Introduction to Field Practice
ENG134	English

SEMESTER 2	16 WEEKS
ANAT101	Anatomy and Physiology
INT115	Deaf-Blind Communication Theory & Practice
INT116	Current Practices and Issues
INT117	Fieldwork Seminar
INT118	Fieldwork Practice
ENG153	English

SEMESTER 3	16 WEEKS
INT210	Values, Ethics and Professionalism
INT211	Community Resources
INT212	Deaf-Blind Communication Theory & Practice
INT213	Assistive Aids and Devices
INT214	Fieldwork Seminar
INT215	Fieldwork Practice

SEMESTER 4	16 WEEKS
INT220	Sociology Relevant to Deaf-Blind Persons
INT221	Psychology Relevant to Deaf-Blind Persons
INT222	Deaf-Blind Communication Theory & Practice
INT223	Research
INT224	Fieldwork Practice
INT225	Fieldwork Seminar

For more information, call Elaine Smith at (416) 867-2310 between 9 a.m. and 4:30 p.m.

SUPPORT CARE

GBC Code AP1140
Nightingale Campus
1 Year (3 semesters)

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

BACKGROUND:
Previous work/volunteer/co-op experience with people having physical disabilities is desirable but not essential.

ABOUT THE PROGRAM:
This program provides the knowledge and basic skills that students need to work with people who have physical disabilities. It stresses the philosophies and goals of the independent living movement. Students learn about the appropriate levels of involvement in the activities of daily living and assisting as required in personal care. The program combines theory and practical experience in an approved agency.

CAREER PROSPECTS:
Graduates find employment with support service projects and programs, participation projects, community residential settings, home support services and institutions.

ADVANCED STANDING:
Students who successfully complete this program will be considered for exemptions in other Community Services programs at George Brown and at other community colleges.

SEMESTER 1	14 WEEKS
SUPP101	Theory & Practice of Support Care I (includes practical lab & personal assistance)
SUPP103	Functional Anatomy & Physiology (includes disabilities — specific assistance)
SUPP104	Interpersonal Skills

SEMESTER 2	12 WEEKS
SUPP111	Theory & Practice of Support Care II (includes enhancement of independence)
SUPP118	Community Services
SUPP105	Field Work Seminar I
SUPP106	Field Work Practice I
COM120	College English

SEMESTER 3	12 WEEKS
SUPP102	Human Growth & Development Keeping Pace with Change
COM127	Field Writing
SUPP115	Field Work Seminar II
SUPP116	Field Work Practice II

For more information, call Elaine Smith at (416) 867-2310 between 9 a.m. and 4:30 p.m.

NOT SURE YOU QUALIFY?
pg.6

FASHION DIVISION

Dean:
Brian Cooper

Chairperson:
Peter Felder,
Fashion Technology

The George Brown Fashion Divison, in the heart of Toronto's Fashion district, provides the widest series of career options in Canada.

Programs like Creative Fashion Design, Fashion Management and Apparel Pattern Drafting and Industrial Sewing Machine Technician provide students with the basic and technical skills required to enter this highly rewarding, exciting and ever-changing industry. Many of our graduates become well-respected leaders of the fashion industry. Many become entrepreneurs in developing their own particular trademark on the fashion scene. Furniture Production and Design, Furniture Upholstery, Furniture Woodworking and Finishing are taught by some of Canada's top tradespersons providing quality graduates who are in high demand. The arts and crafts are well represented at George Brown with Gem Setting, Gemmology, Jewellery Arts and Jewellery Repair and Ceramics providing their distinctive imprint on Canada's art scene. Our Jewellery Arts program enjoys a solid international reputation both for the quality of its curriculum and the quality of its graduates. Our Advanced Apprenticeship Hairstyling program is one of the best known in Canada. More and more students are combining and building careers with a diversity of job options. Increasing numbers of our graduates open and operate their own business. Why not explore the lifelong series of full- and part-time programs along the many avenues to fashion at George Brown? Call (416) 867-2382 for more information.

APPAREL PATTERN DRAFTING

GBC Code FT5400
Kensington Campus
1 year (2 semesters)

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
George Brown College Academic Upgrading/College Preparation program to Level 2 or equivalent (Grade 10) technical math, English and sewing. Qualified applicants must attend an orientation session and submit acceptable examples of previous sewing experience. Background courses in illustration or related to manual dexterity are helpful.

ABOUT THE PROGRAM:
This program focuses on drafting and sewing and is unique in the college system. It emphasizes the technical aspects of garment construction; making patterns; grading (sizing); and preparing to become designers' assistants. Students learn to operate a variety of industrial sewing machines and to construct a number of garments, always striving to achieve proper fit in a variety of sizes.

The program includes an introduction to the study of body types by size and proportion, so that grading between sizes can be accomplished by the student to fit various body types and dimensions. Instruction is provided in the characteristics of fabrics and thread used in construction.

Appropriate communications instruction is provided, along with resume preparation, fashion illustration and costume history.

Given that many companies and businesses are small in size, the new employee often gains a variety of experience through total involvement in the firm's activities. Successful candidates will exhibit positive attitudes and be self-motivated.

This program is unique in Ontario.

CAREER PROSPECTS:
The pattern drafting graduate is fully prepared to enter the field in an area that is extremely receptive to saleable ideas in styling and production.

Careers in manufacturing, wholesale, retail and small design houses include: assistant designer, pattern maker/grader, illustrator, stylist, sample maker, pattern alterationist, fitter or alterationist, custom seamstress, workroom supervisor/trainee, salesperson, quality control specialist, fashion co-ordinator, entrepreneur.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for exemptions in the Creative Fashion Design (FT1010) program.

SEMESTER 1	16 WEEKS
PAT543A&B	Apparel Pattern Drafting I
PAT542A	Grading I
FASH544	Fashion Illustration I
DRES562	Elementary Dressmaking
SEW562	Sewing Machine Operation I

SEMESTER 2	16 WEEKS
PAT545	Apparel Pattern Drafting II
PAT556A	Grading I
PAT546A	Apparel Pattern Drafting III
FASH554	Fashion Illustration II
DRES571	Advanced Dressmaking
SEW563	Sewing Machine Operation II
ENG532	Fashion Communications

For more information, call Christine Halliday or the Fashion Division receptionist at (416) 867-2382 between 8 a.m. and 4 p.m.

CERAMICS

GBC Code FT1060
Casa Loma Campus
2 Years (4 Semesters)
Post-secondary

Starting: September 1993
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants are interviewed by department staff.

ABOUT THE PROGRAM:
George Brown's Ceramics program provides comprehensive training for the designer/craftsperson who chooses clay as the medium for expression. Its broad curriculum emphasizes proficiency in a wide variety of ceramic techniques. It emphasizes technical expertise in wheel throwing, hand building, and casting.

Throughout the program, students are encouraged to develop their own artistic expression and style — with limited enrolment permitting individual attention by faculty.

The program allows for specialization in the third and fourth semesters by concentrating the skills development in either three or two areas chosen by the student. The option selected in semester 3 must be carried into semester 4.

This combination of technical expertise and aesthetic development prepares students for careers in ceramics as craftspeople, designers, or entrepreneurs.

CAREER PROSPECTS:
Graduates of the Ceramics program work as studio artists or take design and supervisory positions in the ceramics industry. Many enterprising graduates establish their own studios and businesses making functional and one-of-a-kind decorative objects.

ADVANCED STANDING:
Students who successfully complete this program may be eligible to enter the third year of the Bachelor of Arts program in jewellery arts at the Nova Scotia College of Art and Design. They may also be eligible to enter programs in third year at Sheridan College's School of Craft and Design.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

Semesters 1 and 2 are common to all students in this program. In semesters 3 and 4, students specialize by choosing one of four options.

Option 1 — Throwing, Mouldmaking, Handbuilding
Option 2 — Throwing, Mouldmaking
Option 3 — Throwing Handbuilding
Option 4 — Handbuilding, Mouldmaking

SEMESTER 1	15 WEEKS
DES101	Design Studies
CER122	Mouldmaking and Slip Casting
CER107	Clay and Glaze Technology (Theory and Practice)
CER121	Wheel Throwing
CER123	Handbuilding
ENG141	Language and Communications

SEMESTER 2	19 WEEKS
DES150	Design Studies
CER172	Mouldmaking and Slip Casting
CER157	Clay and Glaze Technology
CER171	Wheel Throwing
CER173	Handbuilding
ENG182	Language and Communications

SEMESTER 3	15 WEEKS
CER205	Clay and Glaze Technology
DES201	Design
HIST202	Ceramic Art History
CER221	Wheel Throwing (with Options 1, 2 and 3)
CER222	Mouldmaking and Slip Casting (with Options 1, 2 and 4)
CER223	Handbuilding (with Options 1, 3 and 4)
SBM201A	Small Business Management (with Options 1, 2, and 3)
INDS202	Independent Study — Lab Project (with Options 2, 3 and 4)

SEMESTER 4	19 WEEKS
CER257	Ceramic Technology
DES251	Design
HIST252	Ceramic Art History
CER271	Wheel Throwing (with Options 1, 2 and 3)
CER272	Mouldmaking and Slip Casting (with Options 1, 2 and 4)
CER273	Handbuilding (with Options 1, 3 and 4)
SMB201B	Small Business Management (with Options 1, 2 and 4)
INDS272	Independent Study — Lab Project (with Options 2, 3 and 4)

For more information, call Gerald Johns at (416) 944-4470/4465 between 9 a.m. and 4 p.m.

CREATIVE FASHION DESIGN

GBC Code FT1010
Kensington Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Qualified applicants will attend an orientation session at the College prior to acceptance to the program. Applicants are expected to submit a relevant portfolio and acceptable examples of practical sewing applications.

BACKGROUND:
Credits in art, family studies, mathematics, illustration, sewing techniques and social sciences are desirable.

ABOUT THE PROGRAM:
The Creative Fashion program provides a thorough grounding in the skills necessary to the design and execution of a variety of garments. As much as possible, the program simulates the industry in standards, facilities and course content. Starting with an emphasis on basic sewing and garment assembly skills, the program progresses to cover the fundamentals of pattern making, pattern grading and garment construction. Elective courses in the Gerber Garment Technology Creative Designer and AccuMark 300 Design, Grading and Marking System offer students experience in leading-edge fashion technology. Students also learn fashion illustration, communications and history of costume.

Creativity in design is encouraged. An annual fashion show, for which students are marked for creativity and ability, highlights individuality of design as well as interpretation of popular trends and saleable ideas. Students are also encouraged to participate in a number of local design competitions. Scholarships and awards are presented each year, and industry field trips are taken on a regular basis.

Students also learn about business principles, industrial psychology, apparel merchandising and promotion, retailing distribution and marketing as well as costing techniques.

CAREER PROSPECTS:
Rewarding careers range from pattern maker, designer and assistant designer to fashion illustrator, display artist, fashion promotion specialist, stylist, store manager, merchandise assistant, assistant buyer, salesperson/representative. These positions can be gained in small specialty shops, small and large design houses, major manufacturers and retail chains. Many graduates work as entrepreneurs, successfully running and promoting their own businesses, retailing garments under their own labels.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for exemptions in fashion design at Ryerson Polytechnical Institute.

SEMESTER 1	15 WEEKS
SEW141	Sewing Technology
PAT1141	Apparel Pattern Drafting I
BUS117	Business Principles
PAT138	Pattern Drafting and Design
AT141	Apparel Technology Part 1
FAB100	Fabrics I
FASH107	Fashion Illustration I
AT142	Apparel Technology Pre-cut/Samples
ENG107	Communications
ELECT000	Elective

Choose 1 of the following electives:

GCD200	Creative Designer
PAT147	Pattern Drafting Tutorial

SEMESTER 2	19 WEEKS
SEW156	Sewing Laboratory - Advanced
PAT153	Apparel Pattern Drafting II
AT153	Apparel Technology Part II
PAT145	Grading Blocks
FASH157	Fashion Illustration II
AT154	Apparel Technology Samples/Projects
PAT152	Swimwear Activewear
ELEC000	Elective

Choose 2 of the following electives:

GCD200	Creative Designer
FAB100	Fabrics
ELS121	English Skills
ELS105	Communications

SEMESTER 3	15 WEEKS
PAT201	Apparel Pattern Drafting IIIA
AT243	Apparel Technology IIIA
PAT202	Apparel Pattern Drafting IIIB
AT246	Apparel Technology IIIC
PSY207	Industriol Psychology (or ENG105)
PAT282	Pattern Grading
FASH201	Fashion Illustration III
ELEC000	Elective

Choose 1 of the following electives:

GCD200	Creative Designer
FAB100	Fabric
COLR101	Colour Analysis
ACUP300	AccuMark 300 (PDS)

SEMESTER 4	19 WEEKS
AT263	Apparel Technology IVA
AT264	Apparel Technology IVB
AT265	Grading (Styles/Rule Tables)
PAT261	Apparel Pattern Drafting IV
PAT262	Fitting Technicol Corrections
SBM103	Business
ELEC000	Elective

Choose 1 of the following electives:

GCD200	Creative Designer
FASH257	Fashion Art III (Portfolio)
FAB100	Fabric
ACCU200	AccuMark 300
ACUP	AccuMark 300 (PDS)

For more information, call Christine Holliday or the Fashion Division receptionist at (416) 867-2382 between 8 a.m. and 4 p.m.

FASHION MANAGEMENT

GBC Code FT1030
Kensington Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Qualified applicants will attend an orientation session at the College prior to acceptance into the program.

BACKGROUND:
Credits in business math and English, and good communication skills are desirable.

ABOUT THE PROGRAM:
The Fashion Management program provides students with many of the basic skills necessary to enter this exciting field. Many employers welcome graduates because their training is well-matched with the needs of the fashion world and related industries.

Starting with a hands-on course in sewing, the curriculum includes fabric analysis and sewing machine technology to provide the student with first-hand knowledge of operations performed in an apparel manufacturing organization.

There is in-depth concentration on business and retail and manufacturing practices as well as many production techniques.

Students operate their own retail store in the Kensington Campus. Starting with a small fund, they make and/or buy merchandise for resale to other students. In this part of the curriculum, students are responsible for promotion, purchasing, display, sales, accounting procedures, and are graded on their effectiveness in operating profitably in a team effort.

In addition to the various courses of study, each student spends a period of time each year working in the industry gaining practical work experience. Placement may be in manufacturing, distribution, marketing, etc., providing relevant industry knowledge. Through this experience, most Fashion Management program students secure their first career-oriented permanent positions by the time of graduation.

CAREER PROSPECTS:
Graduates of the Fashion Management program are prepared for many of the following positions depending upon their aptitudes, desires and abilities: product coordinator; production supervisor; production scheduler; production assistant; time study engineer; quality control manager; training supervisor; costing analyst; assistant merchandise manager; merchandise manager; human resources director; foreperson; assistant foreperson; computer assistant; purchasing agent; warehouse manager; retail store manager; retail store buyer; merchandise clerk; marketing director; systems analyst; consultant.

ADVANCED STANDING:
Students who successfully complete this program are eligible for exemptions at many U.S. universities that offer a Bachelor's degree in fashion management.

SEMESTER 1	15 WEEKS
AT112	Fashion Merchandising I
BUS117	Business Principles
ENG105	Communications
PRGM125	Microcomputer Introductory
MATH172	Mathematics (Computer Assisted)
SEW141	Sewing Laboratory
FAB100	Fabrics I
ACC113	Accounting — Methods and Techniques
AT105	Apparel Machinery & Equipment
PAT102	Design & Cutting Room Technology

SEMESTER 2	27 WEEKS
AT113	Fashion Promotion
RSCH251	Research
FAB160	Fabrics Analysis and Laboratory
PROD200	Production Scheduling
BUS159	Business Laboratory I
PSY202	Industriol Psychology and Sociology
ACC151	Accounting — Financial Management
PRGM135A	Microcomputer Intermediate
AT193	Fashion Retail Management
PWE163	Practical Work Experience
AT111	Garment Analysis
AT200	Quality Control

SEMESTER 3	15 WEEKS
ACC216	Advanced Accounting
AT221	Apparel Marketing
PRGM225	Microcomputer Applications I
AT203	Garment Costing I
AT262	Production Management
BUS200	Business Laboratory II
AT102	Work Measurement Technology I
ENG129	Organizational Behavior
AT122	Fashion Merchandising II — Store Design
AT266	Production Applications (Computer assisted)
MAN204	Fundamentals of Management

SEMESTER 4	23 WEEKS
AT205	Fashion Buying
AT250A	Garment Costing — Computer Oriented
ACC262	Advanced Accounting — Budgeting & Forecasting
AT261	Apparel Marketing — Advanced
PRGM235	Microcomputer Applications II
FAB200	Textile and Fabric Manufacturing
RSCH251	Research
PWE263	Practical Work Experience
EC112	Introduction to Economics
AT272	Management Strategy
MAN212	Operations Management
AT151A	Work Measurement II

For more information, call Dave Dawson or the School of Fashion receptionist at (416) 867-2382.

FURNITURE PRODUCTION AND DESIGN

GBC Code FT1040
Kensington Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Qualified applicants will attend an orientation session at the College prior to acceptance into the program.

BACKGROUND:
Experience in drafting, woodworking, finishing or upholstery is an asset.

ABOUT THE PROGRAM:
This program gives students exposure to a broad scope of areas within the furniture trade, including upholstery, woodworking and finishing. One-third of the furniture and upholstery industries in Canada are located in the Metro Toronto area. The woodworking industry, in particular, is in constant demand of skilled men and women to fill career-oriented positions in a wide range of related areas.

The furniture industry is engaged in the production and distribution of furniture for home use, and the construction and sale of fixtures, cabinets, racks and industrial equipment for use by manufacturers, retailers, schools, hospitals and transportation groups.

In the first year, the program concentrates on the three main skills in furniture manufacturing: cabinet-making, finishing and upholstering. Subjects covered include construction, design, factory organization and costing. Students work in a variety of materials including metals, woods and plastics. They are encouraged to work in the industry in the summer, in preparation for specialization in one of the three main areas in second year.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
There is an ever-increasing need for skilled tradespeople in all areas of furniture design and production: cabinet maker, upholsterer and re-upholsterer; estimator, production supervisor, production line employee; furniture refinisher; furniture salesperson; furniture merchandise manager; consultant; display equipment specialist; interior decorator advisor; office furniture specialist.

Types of industries: Custom shops, larger furniture manufacturers, retail stores, office equipment companies, furniture restoration companies, specialty shops.

OPTIONS:
Woodworking, finishing, upholstery.

Semesters 1 and 2 are camman to all students in this program. In semesters 3 and 4, students specialize by choosing one of three options:

Option 1 — Woodworking
Option 2 — Finishing
Option 3 — Upholstry

SEMESTER 1	15 WEEKS
FURN110	Cabinet Making and Wood Machining I
FURN111	Woodworking Theory & Materials I
FURN117	Finishing I
FURN104	Upholstery I
FURN112	Upholstery Theory & Materials I
FURN106	Technical Drawing & Blueprint Reading
FURN109	Furniture Theory & Materials I
FURN107	Design Interiors I
SBM135	Math/Small Business Management

SEMESTER 2	19 WEEKS
FURN113	Cabinet Making & Wood Machining II
FURN153	Finishing II
FURN154	Upholstery II
FURN114	Upholstery Theory & Materials II
FURN156	Technical Drawing II
FURN115	Furniture Production Management I
AUD150	Audit Relevant Courses — Course Projects
FURN157	Design Interiors II
FURN159	Finishing Theory & Materials II

SEMESTER 3	15 WEEKS
FURN212	Design Interiors III
FURN213	Furniture Production Management III
FURN206A	Technical Drawing — Computer Assisted
S8M232	Math/Small Business Management
FURN219	Woodworking Theory & Materials I (with Option 1)
FURN220	Cabinet Making and Wood Machining III (with Options 1 and 2)
FURN221	Wood Finishing and Restoration (with Options 1 and 3)
FURN 203	Finishings III (with Option 2)
FURN224	Finishing Theory & Materials III (with Option 2)
FURN225	Plastics in Furniture I (with Options 1 and 2)
FURN204A	Upholstery III (with Option 3)
FURN216	Industrial Sewing Machine Maintenance I (with Option 3)
FURN227	Upholstery Theory & Materials III (with Option 3)

SEMESTER 4	19 WEEKS
FURN257A	Design Interiors IV
FURN222	Furniture Production Management IV
ENG203	Technical Cammunications
FURN223	Cabinet Making and Wood Machining IV (with Option 1)
FURN256	Technical Drawing (with Options 1 and 2)
FURN260	Plastics in Furniture (with Options 1 and 2)
FURN261	Wood Finishing & Restoriation II (with Options 1 and 3)
FURN263	Finishings IV (with Option 2)
FURN226	Finishing Theory & Materials IV (with Option 2)
FURN254	Upholstery IV (with Option 4)
FURN266	Industrial Sewing Machine Maintenance (with Option 3)
FURN238	Uphalstery Theory & Materials IV (with Option 3)

For more information, call Al Graham or the Fashion Division receptionist at (416) 867-2382 between 8 a.m. and 4 p.m.

FURNITURE UPHOLSTERY (REPAIR)

GBC Code FT5450
Kensington Campus
1 Year (2 semesters)

Starting: Every 8 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Good English comprehension. Qualified applicants must attend an orientation session and be tested for or provide evidence of manual dexterity.

ABOUT THE PROGRAM:
This program is oriented to custom upholstery and repair rather than to production. One-third of the furniture and upholstery industries in Canada are located in the Metro Toronto area. The upholstery industry, in particular, has a great need for skilled tradespeople and offers a wide range of employment opportunities for men and women.

Upholsterers make or repair padded or covered furniture on a pre-built frame. The demand for their skills extends beyond production for home use to include hotels, restaurants, offices, automotive and aircraft manufacturing, as well as retailing and industrial operations.

A variety of opportunities exist for graduates to work in furniture factories and small shops, upholstery shops or as entrepreneurs in one of the many facets of this industry. Upholsterers not only build and repair furniture, but are employed in many specialties related to such activities: cutting upholstery fabric, sewing parts together, making seats, arms and/or backs, fitting fabrics and matching patterns.

Emphasis is on simulating the industry as closely as possible, preparing students for a wide variety of job opportunities and situations.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Positions available include: production line employees such as upholsterers, cutters, sewers, springers, seat makers, arm makers, back makers, cushion fillers, estimators.

Custom upholsterers and sample makers are in big demand, though much experience is required for these positions.

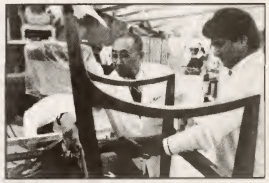
Opportunities in related areas include: interior decorator, workroom assistant, repair employee, estimator, furniture salesperson, purchasing assistant, repair supervisor.

As the new employee gains experience, advancement to custom work and design is possible.

SEMESTER 1	20 WEEKS
FURN553	Upholstery, Springing, Cutting, Sewing
MATH535	Business Mathematics
ENG552	Language and Communications I
FURN551	Upholstery Theory
FURN552A	Wood Finishing & Touch Up I

SEMESTER 2	20 WEEKS
FURN563	Upholstery, Springing, Cutting, Sewing
ENG562	Language and Communications II
MATH537	Mathematics
FURN561	Upholstery Theory
FURN562A	Wood Finishing & Touch Up II

For more information, call Al Graham or the Fashion Division receptionist (416) 867-2382 between 8 a.m. and 4 p.m.



FURNITURE — WOODWORKING AND FINISHING

GBC Code FT5440
Kensington Campus
32 Weeks

Starting: Every 8 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Good English comprehension. Qualified applicants must attend an orientation session and be tested for or provide evidence of manual dexterity.

ABOUT THE PROGRAM:
This program focuses on custom cabinet making rather than on mass production work. One-third of the furniture and upholstery industries in Canada are located in the Metro Toronto area. The woodworking industry is in constant demand of skilled men and women to fill a wide range of positions.

The furniture industry is engaged not only in the production of furniture for home use, but construction of fixtures, cabinets, racks and industrial equipment for retailers, manufacturers, service agencies and others. Industry tradespeople must be familiar with cabinet-making and finishing.

The program focuses on these skills as well as on refinishing techniques for both new and old furniture. While manual skills are emphasized, the course content includes many aspects of production management, engineering and mathematics to enable the participant to deal successfully with a variety of employment situations. Students gain experience in a wide range of hand and power tools, with emphasis on simulating the industry as closely as possible. The history of furniture and theory of basic furniture design are also explored.

Under the direction of experienced professionals, students are gradually equipped to work in a variety of furniture companies, from small custom shops to large manufacturers. Successful candidates will exhibit positive attitudes and self-motivation.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Positions available to graduates include: cabinet maker, finisher and refinisher, furniture restorer/touch-up, furniture builder, specialty woodworker, production line employee, exhibition display builder, warehouse furniture repairer, interior decorator assistant, parts assembler, purchasing assistant.

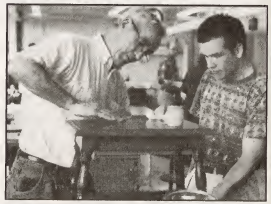
Types of companies: Small custom shops, large manufacturers, retail stores.

ADVANCED STANDING:
Students who successfully complete this program may qualify for some exemptions to the Furniture Production and Design (FT1040) program.

SEMESTER 1	16 WEEKS
FURN552	Refinishing and Shop
WOOD552	Woodworking — Shop
WOOD551A	Woodworking — Theory
FURN554	Finishing — Theory
MATH534	Mathematics for Furniture Design I
FURN555	Technical Drawing I
FURN556	History of Furniture
ENG552	Language and Communications

SEMESTER 2	16 WEEKS
WOOD562	Woodworking — Shop
FURN562	Woodwork, Finishing and Refinishing
WOOD563	Production Management
FURN564	Refinishing — Theory
FURN 565	Technical Drawing II
FURN566	Furniture Design
ENG562	Language and Communications
MATH554	Mathematics for Furniture Design II

For more information, call Al Graham or the Fashion Division receptionist at (416) 867-2382 between 8 a.m. and 4 p.m.



GEM SETTING

GBC Code FT4040
Casa Loma Campus
34 Weeks (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants who have recommendation from the industry are accepted directly. All others must be interviewed by one of the staff of the Jewellery Arts Department.

BACKGROUND:
Good eyesight or corrected vision is essential.

ABOUT THE PROGRAM:
Gem setting is a highly technical skill requiring extensive knowledge of precious gemstones and materials, as well as techniques for applying them to various jewellery items.

Students learn how to prepare various types of settings to receive the stone, and the actual curving of the metal to secure it. In the process, they use a number of different tools such as the flex shaft, different burs, setting blocks, pliers, hammers, chasing tools, purshers, beading tools and others to create a variety of settings.

They are taught the skills of bezel setting, claw setting, bead setting, setting of jewel clusters and fancy shapes such as baquette and marquise. The work is performed on several metals and alloys of different hardnesses as well as on straight and curved surfaces. The retipping with and without stones in the settings is also practised.

The pleasure of working with gems is augmented by substantial material rewards for a good craftsperson in this field.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Most gem setters find employment with jewellery manufacturers, but they can also be self-employed or work for larger jewellery repair establishments.

SEMESTER 1	15 WEEKS
JWL418	Gem Setting V
SBM410	Small Business Management
GEM411	Diamond Grading and Evaluation
JWL411	Theory of Specialty
GEM412	Gemmology III

SEMESTER 2	19 WEEKS
JWL428	Gem Setting VI
SBM420	Small Business Management
GEM421	Diamond Grading and Evaluation
JWL421	Theory of Specialty
GEM422	Gemmology IV

For more information, call Christel Klocke at (416) 944-4433 between 8 a.m. and 3 p.m.

GEMMOLOGY

GBC Code FT1130
Casa Loma Campus
34 Weeks (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM:
Excellent teaching and a solid foundation in the gemmology field have contributed to the success of students in this program. They learn to analyse and classify a large number of gem materials, both natural and artificially created. The study consists of analysing chemical and physical characteristics of gem and gem-like materials and identifying different gems. The gem materials are classified according to their desirable characteristics into categories, which eventually determine the value of the gems. To accomplish the identification and classification, students use a number of specially designed instruments, such as microscopes, spectroscopes, refractometers, polariscopes and others. People who are colour-blind will have great difficulty with this program.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates from this program find employment in jewellery enterprises on wholesale and retail levels. With some additional training and experience in the jewellery industry, some become jewellery appraisers. The program combines the best features of both the British and American certification programs. Graduates may write the Canadian Gemmological Association (CGA) exams and the British (FGA) exams to obtain internationally-recognized professional designation.

SEMESTER 1	15 WEEKS
GEM100	Gemmology I
MATH123	Mathematics
CHEM106	Chemistry I
PHY108	Physics
GEM101	Gemstone Rendering
SBM201A	Small Business Management

SEMESTER 2	19 WEEKS
GEM110	Gemmology II
GEM102	Metal Testing & Identificatian
CHEM116	Chemistry II
GEM103	Diamond Grading
SBM201B	Small Business Management

Far mare infarmatian, call Christel Klocke at (416) 944-4433 between 8 a.m. and 3 p.m.

INDUSTRIAL SEWING MACHINE TECHNICIAN

GBC Code FT5470
Kensington Campus
1 Year (2 semesters)

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 10.

ABOUT THE PROGRAM:
Industrial sewing machines are used in the production of thousands of consumer and industrial goods and component parts. The equipment used in these industries varies from simple stitching by one individual on one part to sophisticated computer-assisted assembly techniques with multiple operations being performed with the touch of a button or switch.

This full-time program equips students with the skills necessary to repair, maintain, rebuild and service much of the equipment used in these industries. The program is both practical and theoretical. It encompasses such diverse and essential subjects as pneumatics and electronics, sewing threads and needle characteristics, machine speeds and performance characteristics.

When students have progressed to a specified level, they will, as part of the learning process, assist in the care, maintenance and instruction to others of the large variety of sewing equipment used in the Fashion Division of the College. This provides students with some insight and practical experience in the types of situations they may encounter upon graduation.

This program is unique in Canada.

CAREER PROSPECTS:
In the apparel industry — sewing machine technician; maintenance engineer; methods engineer; sales engineer; machinery consultant; equipment specialist.

In other needle trades industries and as an entrepreneur — machine technician; maintenance engineer; sewing systems analyst; independent repair specialist; dealer in specialty equipment.

SEMESTER 1	20 WEEKS
SMM500	Sewing Fundamentals
SMM504	Garment Structure
SMM501	Sewing Laboratory
SMM505	Fabric, Needles, Thread
SMM502	Drive Unit
SMM503	Basic Lockstitch I
MATH508	Mathematics
AUD500	Audit Relevant Courses — Caurse Projects
RSCH500	Research and Survey — Caurse Projects
MILL502	Warkshap Practice
SMM509	Practical Applicatians

SEMESTER 2	20 WEEKS
SMM510B	Basic Lockstitch II
SMM511B	Basic Chainstitch
SMM512B	Overedge Equipment
SMM513B	Blindstitch Machines
SMM514B	Bartack Machines
AUD510	Audit Relevant Caurses — Caurse Projects
RSCH510B	Research and Survey — Caurse Projects
ENG561	Fashian Cammunicatians II
PWE500B	Practical Wark Experience
SC504	Basic Electronics
SMM516A	Preventive Machine Maintenance
SMM517A	Electranic Sewing Equipment

Far mare information, call Peter Tapping ar the Fashian Divisian receptianist at (416) 867-2382 between 8 a.m. and 4 p.m.

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JEWELLERY ARTS

GBC Code FT1020
Casa Loma Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants are selected on the basis of an art portfolio and the completion of a questionnaire.

BACKGROUND:
Good eyesight (corrected vision is accepted), a high degree of manual dexterity, mechanical inclination, patience, initiative and artistic sense are the necessary qualities for a person to succeed in this field. General high-school art courses are recommended.

ABOUT THE PROGRAM:
The focus of this program is on technical skills and practical jewellery making techniques. Students learn all the various aspects of jewellery-making. The emphasis during the first two years of training is on various jewellery-making techniques in the manufacturing and custom design of jewellery items. Students design their own course projects and develop them into jewellery items by using precious metals and jewels. In the third year, students select one of the following three areas of specialization:

- Gem Setting;
- Goldsmithing;
- Jewellery Repair — Practical.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Upon completion of the program, graduates find employment in jewellery manufacturing, custom studios, or jewellery stores.

ADVANCED STANDING:
Students who successfully complete this program may be eligible to enter third year of the Bachelor of Arts program in jewellery arts at the Nova Scotia College of Art and Design. They may also be eligible to enter a third year program at Sheridan College's School of Craft and Design.

Semester 1,2,3 and 4 are common to all students in this program. In semesters 5 and 6, students speciolize by choosing one of three options:

Option 1 — Gem Setting
Option 2 — Goldsmithing
Option 3 — Jewellery Repair

SEMESTER 1	15 WEEKS
JWL160	Introduction to Jewellery
MET166	Metallurgy I
GEM167	Gemmology I
JWL166	Grinding and Polishing
DES169	Design I
ENA170	Enamelling I
JWL165	Theory of Specialty

SEMESTER 2	19 WEEKS
MET176	Metallurgy II
GEM177	Gemmology II
JWL176	Grinding and Polishing
DES179	Design II
JWL175	Theory of Specialty
ENA180	Enamelling II
JWL171	Goldsmithing II

SEMESTER 3	15 WEEKS
MET266	Metallurgy III
GEM267	Gemmology III
DES269	Design
JWL251	Jewellery Repairs
JWL261	Goldsmithing III
JWL265	Theory of Specialty
ELECT000	Elective
Choose 1 of the following 2 electives:	
JWL202	Gem Setting
JNL9100	Jewellery Model Making

SEMESTER 4	19 WEEKS
MET276	Metallurgy IV
GEM277	Gemmology IV
DES279	Design IV
JWL252	Jewellery Repairs
JWL271	Goldsmithing IV
JWL275	Theory of Specialty
ELECT000	Elective
Choose 1 of the following 2 electives:	
JWL277	Gem Setting
JNL9100	Jewellery Model Making

SEMESTER 5	15 WEEKS
GEM367	Diamond Grading & Evaluation
JWL365	Theory of Specialty
JWL362	Gem Setting V (with Option 1)
SBM132	Small Business Management (with Option 1)
JWL361	Goldsmithing (with Option 2)
SBM201A	Small Business Management (with Options 2 and 3)
JWL351	Jewellery Repair (with Option 2)
JWL306	Jewllery Repair (with Option 3)

SEMESTER 6	19 WEEKS
GEM377	Diamond Grading & Evaluation
JWL375	Theory of Specialty
JWL372	Gem Setting VI (with Option 1)
SBM142	Small Business Management (with Option 1)
JWL371	Goldsmithing VI (with Option 2)
JWL352	Jewellery Repair (with Option 2)
DES379	Jewellery Design (with Option 2)
SBM201B	Small Business Management (with Options 2 and 3)
JWL316	Jewellery Repair (with Option 3)

For more information, call Akira Ikegami at (416) 944-4462/4463 between 8 a.m. and 3 p.m.

JEWELLERY REPAIRS

GBC Code FT4020
Casa Loma Campus
34 Weeks (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants who have recommendation from the industry are accepted directly. All others must be interviewed by one of the staff of Jewellery Arts Department.

BACKGROUND:
Good eyesight (corrected vision is acceptable) and good mechanical abilities are essential.

ABOUT THE PROGRAM:
This program emphasizes skills. The jewellery repair craftsperson must be skilled in working with precious and semi-precious metals to shape by hand missing pieces, and to solder, grind, polish and finish the surface of the ornament to the same high standards as were demanded for the original production.

The program is organized so that students progress from simple to more complex repairs as their skills improve with practice. Among the repairs performed are ring sizing, re-tipping, replacement of claws, replacement of settings, chain soldering, replacement of various fittings and findings and many other repairs which are performed daily in the industry. Students also study gemmology, diamond grading and jewellery design to be able to restore the missing pieces to preserve the appearance of the original design, and to avoid costly mistakes.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Jewellery repair specialists are in demand in many retail jewellery operations, large jewellery repair departments and in some wholesale establishments. Many establish their own businesses.

SEMESTER 1	15 WEEKS
JWL466	Jewellery Repair Practical
SBM410	Small Business Management
JWL411	Theory of Specialty
GEM411	Diamond Grading and Evaluation
DES469	Design I
GEM412	Gemmology III

SEMESTER 2	19 WEEKS
JWL476	Jewellery Repair Practicol
SBM420	Small Business Management
JWL421	Theory of Specialty
DES479	Design II
GEM422	Gemmology IV

For more information, call Steve Stepanion at (416) 944-4464 between 8 a.m. and 2 p.m.

NOT SURE YOU QUALIFY?
pg.6

GRAPHIC ARTS DIVISION

Dean:
James Ross

Chairpersons:
Yvonne Snider,
Continuing Education

Leo Suokas,
Printing Technology

Earl Walker,
Visual Arts

George Brown's Graphic Arts Division operates on one central premise: graduates should be productive from their first day on the job. Students learn by doing. At least 70 per cent of every program in both the Printing and Visual Arts Departments is devoted to project work. Projects in all programs reflect contemporary industry demands. Students design or print the type of product they'll be working on in industry, with the same time and material constraints. Faculty in all areas have extensive professional careers in their teaching areas; and many continue to work on a freelance or special project basis. The division provides unique training opportunities in the high demand areas of graphic design and advertising, desktop publishing, flexography, rotogravure and computerized signmaking.

COMMERCIAL ART

GBC Code GA5430
St. James Campus
40 Weeks

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 12 or mature student status (see page 7). All applicants must submit a portfolio of eight to ten realistic drawings and pass an art test. An appointment is mandatory. Please call (416) 867-2135 to make an appointment or for more information.

ABOUT THE PROGRAM:
The Commercial Art program introduces students to the ideas, techniques and attitudes of the graphic profession. Students learn to become more aware of communications between the artist and client, as well as all phases of the printing reproduction processes.

Complete assignments or projects will be developed from concept through discussion roughs to felt-pen presentations, with particular attention to the development and presentation of finished art for printing production. The objective is a professional level portfolio upon graduation.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
There is an excellent employment rate for graduates. They obtain positions in commercial art studios, film production houses, printing and publishing companies and major corporations that operate in-house advertising and art departments.

ADVANCED STANDING:
Successful completion of this program qualifies students to enter the second year of George Brown's Graphic Design program.

SEMESTER 1	20 WEEKS
DRAW501	Basic Drawing
ADES503	Advertising Design I
PROM501	Pramational Design I
LETT502	Lettering and Typography
COMT526	Computer Graphics and Desktop Publishing I
RETL501	Retail Advertising I

SEMESTER 2	20 WEEKS
PACK511	Package Design
ADES511	Advertising Design II
PROM511	Pramational Design II
CORP513	Carporate Design
COMP518	Computer Graphics and Desktop Publishing II
RETL511	Retail Advertising II

For more information, call Al Chang at (416) 867-2026 or the Graphic Arts Division at (416) 867-2135 between 8 a.m. and 5 p.m.

ELECTRONIC DESKTOP COMPOSITION
(DESKTOP PUBLISHING)

GBC Code GA5480
St. James Campus
40 weeks

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Credits in Grade 12 mathematics and English.

ABOUT THE PROGRAM:
This technically based program is longer and more comprehensive than most courses offered elsewhere. Students learn on both Macintosh and IBM PC computers, and develop skills for adapting to and integrating the two systems. They learn electronic page assembly, electronic paste-up and composition, and electronic pre-press functions. The program also provides a general computer applications base, enabling students to comprehend and utilize peripheral techniques and software such as computer typesetting, computer graphics, word processing, database management and spread sheet analysis.

The program is unique in Ontario.

CAREER PROSPECTS:
Graduates will meet the requirements for entry-level positions in companies using desktop technology: in-plant and corporate publishing environments, traditional computer typesetting shops, instant print shops and to some degree, graphic design studios.

COURSES	40 WEEKS
KB502	Basic Keyboarding
WORD507	Basic Word Processing
COMP529	Introduction to Quark Xpress
COMP528	Operating Systems (DOS, Macintosh)
COMP512a	Typography Terms and Concepts
COMP501	Paper and Film Assembly
COMP514a	Pagemaker (IBM or Macintosh)
COMP515a	Pagemaker Document Production (Macintosh)
COMP519	Page Layout and Typography for Desktop Publishing (Quark Xpress)
COMP520	Introduction to DTP (IBM/Ventura)
COMP521	Ventura Publisher (IBM)
COMP525	Introduction to Printing Processes
COMP522	Spreadsheet Analysis/Data Base Construction
CAM547	Photomechanical Reproduction
PSP547	Film Imposition and Offset Platemaking
COMM520	College English

For more information, call Leo Suakas at (416) 867-2010 or John Ward at (416) 867-2021 between 8:30 a.m. and 4:30 p.m.

NEED SOME CAREER ADVICE? pg 3

GRAPHIC DESIGN

GBC Code GA1020
St. James Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Applicants must submit a portfolio of ten art samples, have a background with credits in art, and complete an art test. Please call (416) 867-2135 to make an appointment or if more information is needed.

ABOUT THE PROGRAM:
The Graphic Design diploma program was designed to meet the needs of Toronto and other major markets. It develops students' skills and abilities to the highest level of competence in the fields of graphic design and advertising design. It is the largest career-oriented graphic design program in Canada.

In third year, students hone their skills and learn to produce high-quality artwork. They develop a solid understanding of art studio operation and the many relationships and functions in the industry. The students get first-hand facts and information through field trips to specific businesses and personal contact with management and working professionals. The "field work" program gives students greater insight into the various work environments within the industry. Special emphasis is on creating a highly professional portfolio.

CAREER PROSPECTS:
Upon graduation, students are prepared to pursue careers starting as junior artists which lead to professional status in the graphic design industry. Graduates obtain positions in advertising agencies, graphic design studios, art studios, packaging companies, major retail organizations, publishing companies, film production studios, printing companies, computer graphics and desktop publishing companies, and corporations that operate in-house art and advertising departments. Metropolitan Toronto is Canada's largest centre for graphic arts and offers more opportunities in advertising design and graphic design than any other region in Canada.

SEMESTER 1	15 WEEKS
COLR102	Colour Theory I
DRAW101	Fundamentals of Drawing I
DRAW102	Drawing Research I
TYPO102	Lettering and Typography I
PROD115	Conceptual Visualization & Production I
DES103	Design Fundamentals and Concepts I
COMM120	College English

SEMESTER 2	19 WEEKS
DES105	Design and Art History I
COLR112	Colour Theory II
DRAW111	Fundamentals of Drawing II
DRAW112	Drawing Research and Multi-Media Rendering
TYPO112	Lettering and Typography II
PROD120	Conceptual Visualization & Production II
DES124	Design Fundamentals and Concepts II

SEMESTER 3	15 WEEKS
MEDI202	Media and Techniques
DRAW203	Professional Drawing I
ILLS201	Illustration II
PROD202	Production II
RETL201	Retail I
CORP201	Corporate I
ADV201	Advertising I
DES203	Design I

SEMESTER 4	19 WEEKS
PRGM211	Computer I
DRAW213	Professional Drawing II
PROD212	Production III
CORP211	Corporate II
ADV211	Advertising II
DES223	Design II
COMM126	Business Writing and Options

SEMESTER 5	15 WEEKS
In semesters 5 & 6 students have the option of pursuing either Graphic Design or Advertising Design.	
COPY305	Creative Copywriting II
MEDI305	Media & Techniques III
PROD305	Production IV
PRGM305	Computer III
ADVERTISING DESIGN	
ADV302	Corporate Image Advertising
ADV305	Advertising III
ILLS320	Illustration IV
RETL305	Retail II
GRAPHIC DESIGN	
CORP305	Corporate III
DES307	2D Design I
DES309	3D Design I
DRAW305	Professional Drawing III

SEMESTER 6	19 WEEKS
COPY315	Creative Copywriting III
MED315	Media & Techniques IV
PROD315	Production V
PRGM315	Computer III
ADVERTISING DESIGN	
ADV312	Corporate Image Advertising II
ADV315	Advertising IV
ILLS325	Illustration V
RETL315	Retail III
GRAPHIC DESIGN	
CORP315	Corporate IV
DES317	2D Design II
DES319	3D Design II
DRAW315	Professional Drawing IV

For more information, call the Graphic Arts Division at (416) 867-2135.

GRAPHIC SIGN DESIGN & PRODUCTION

GBC Code GA1030
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (see page 7). Applicants must attend an orientation session and will be selected on the basis of a multi-part practical test of their artistic, perceptual and reproduction abilities. Please call (416) 867-2135 to make an appointment or for more information.

BACKGROUND:
Credits in art from secondary school or previous training in industry or art school are desirable.

ABOUT THE PROGRAM:
The Graphic Sign Design and Production program is the only one of its kind in eastern Canada and attracts students from coast-to-coast. It is designed to provide students with sound training in the many aspects of the sign industry.

Throughout the program, basic skills and knowledge in lettering, design, and art are emphasized along with large scale pictorials for advertising purposes. Students learn to operate computerized sign making equipment. There is also an emphasis on designing and producing quality work at commercially acceptable rates.

Students study small business management, marketing and sales, advertising and art to round out the training to allow them to pursue a career in a varied and exciting industry.

This program is unique in Ontario.

CAREER PROSPECTS:
Metro Toronto is the major centre for the sign industry and offers more employment opportunities in this field than anywhere else in Canada. Graduates obtain positions in: major sign companies (both electrical and billboard advertising companies); traditional sign shops; advertising agencies; department store chains, and the in-house sign departments of large corporations and government divisions.

SEMESTER 1	15 WEEKS
SIGN101	Signwriting
LETT101	Lettering
SP101	Screen Printing
DES110	Design and Colour

SEMESTER 2	19 WEEKS
SIGN101	Signwriting
LETT101	Lettering
SP101	Screen Printing
ART100	Foundation Art
DES110	Design and Colour

SEMESTER 3	15 WEEKS
SIGN201	Signwriting
SHOW201	Showcard Writing
ILLS200	Illuminated Signs
SP201	Advanced Screen Printing
SBM200	Small Business Management
ART201	Pictorial Art

SEMESTER 4	19 WEEKS
SIGN201	Signwriting
SHOW201	Showcard Writing
ART210	Presentation Art
SP201	Advanced Screen Printing
DES200	Design & Colour
ILLS200	Illuminated Signs
ART201	Pictorial Art

For more information, call Fred de Jong at (416) 867-2034 or the Graphic Arts Division at (416) 867-2135 between 8 a.m. and 5 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

OFFSET PRINTING

GBC Code G542
St. James Campus
40 Weeks

Starting: Bi-annually
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10, general level. All applicants must be interviewed and take tests in mechanical reasoning and colour vision. A tour of the department is strongly recommended.

ABOUT THE PROGRAM:
This short technical program is designed to train a person in the operation of various types of small offset, letterpress, and narrow web label presses likely to be encountered in captive plants or small printing shops. Instruction will also be given in pre- press operation which will include: electronic composition (Mac/PC), paste-up, basic camera (line and half tone reproduction), and printing surface preparation (stripping and platemaking). To assist students to be more beneficial to employers, some binding and finishing operations are taught. All subjects are taught on a block system. Technical time is divided—50 per cent offset press, 25 per cent camera and stripping, and 25 per cent copy preparation, letterpress, label press and bindery.

This program is unique in Ontario.

CAREER PROSPECTS:
Graduates obtain positions in instant printing shops, in-house printing departments, and small commercial printing companies.

ADVANCED STANDING:
Students who successfully complete this program may apply for exemptions to approximately 70 per cent of the course credits in the first year of the Printing Technician/Technology programs.

COURSES	40 WEEKS
COMP531	Copy Preparation (paste-up, electronic compasition)
CAM534	Process Camera Operation
PSP536	Stripping and Platemaking
LTPR539	Machine Printing Letterpress/Flexo Label Press
LITH540	Machine Printing Offset
BIND542	Binding and Finishing
QC501	Quality Control

For mare information, call Leo Suokas at (416) 867-2010 or Jahn King at (416) 867-2540 between 8:30 a.m. and 4:30 p.m.

PRINTING TECHNICIAN

GBC Code GA1000
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (at or above basic level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. Any science, physics or chemistry background is recommended. All applicants must attend an interview, a mechanical reasoning test, a colour vision test, and tour of the Printing Technology Department. Students entering Semester 1 must either type 40 wpm or take a keyboarding course.

BACKGROUND:
Drafting techniques, mechanical aptitude, typing skills, and creative interests are all useful in various areas of print technology.

ABOUT THE PROGRAM:
George Brown is the only post-secondary institution in Canada to offer web offset rotogravure, narrow/wide web flexography, electronic pre-press. The printing industry is one of the largest employers in the greater Toronto area. More than 60 per cent of the printing in Canada is generated in Southern Ontario.

The printing technology department has various types of presses, computer typesetting and desktop publishing equipment, process camera, colour scanners, stripping, platemaking and bindery equipment. Technicians in the 2-year program take hands-on technical training in four major areas for each of the two years: e.g. presswork, typesetting, camera/stripping, and bindery.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Printing technicians may find employment at the introductory levels of traditional craft areas such as typographic composition (typesetting, layout, paper and film assembly), or pre-press preparatory work (camera operation, film imposition, platemaking), or press operation (in a supervised capacity tending offset, rotogravure or flexographic presses), or binding and finishing (operating computerized cutters, folders).

ADVANCED STANDING:
Students who successfully complete this program with a "B" average are eligible to enter the third year of the Printing Technology program.

YEAR 1	32 WEEKS
COMP103	Introduction to Computer Typesetting
COMP110	Paper and Film Assembly (Paste-up)
CAM100	Photomechanical Reproduction
PSP100	Film Imposition/Printing Surface Preparation
LTPR101	Machine Printing Letterpress/Flexo Label Press
LITH100	Machine Printing Offset I
LITH110	Machine Printing Offset II
BIND100	Binding and Finishing
PROD102	Introduction to Printing Plant Processes
MATH131	Mathematics (Semester I)
ENG146	English and Communications (Semester 1)
SC121	Integrated Science (Semester I)
ENG156	Language and Communications (Semester 2)
SC122	Integrated Science (Semester 2)
AUD103	Keyboarding
MATH132	Mathematics (Semester 2)
COMM120	College English

YEAR 2	32 WEEKS
COMP215	Introduction to Desktop Publishing (IBM/Ventura)
CAM200	Photomechanical Reproduction
PSP200	Film Imposition/Printing Surface Preparation
FLEX200	Machine Printing Flexography
ROTO200	Machine Printing Rotogravure
LITH230	Machine Printing Web Offset
LITH220	Machine Printing Offset
BIND200	Binding and Finishing
SC231	Quality Contral (Semester 3)
MATH231	Mathematics (Semester 3)
SC232	Quality Contral (Semester 4)
MATH232	Mathematics (Semester 4)
PHY231	Physics (Semester 3)
PHY232	Physics (Semester 4)
COMM125	Technical Writing and Optians

For mare infarmatian, call Leo Suokas at (416) 867-2010 or William Kidd at (416) 867-2017 between 8:30 a.m. and 4:30 a.m.

PRINTING TECHNOLOGY

GBC Code GA1010
St. James Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. Grade 12 chemistry and Grade 11 physics are recommended. All applicants must attend an interview, a mechanical reasoning test, a colour vision test, and tour of the Printing Technology Department. Students entering Semester 1 must type 40 wpm or take a keyboarding course.

BACKGROUND:
Drafting techniques, mechanical aptitude, typing skills, and creative interests are all useful in various areas of printing technology.

ABOUT THE PROGRAM:
This is the only post-secondary program in Canada to offer web offset, rotogravure, narrow/wide web flexography and electronic prepress. The printing industry is one of the largest employers in the greater Toronto area. In fact, more than 60 per cent of the printing in Canada is generated in Southern Ontario.

The Printing Technology Department has various types of presses, computer typesetting and desktop equipment, process camera, colour scanners, stripping, platemaking and bindery equipment. Technologists in the three-year program take hands-on technical training in four major areas for each of the first two years, and then select from either preparatory or machine areas in which to specialize in the third year.

This program is unique in Ontario.

CAREER PROSPECTS:
Depending on the selection of third-year technical specialization, printing technologists may find employment in the traditional craft areas of typographic composition (computer typesetting, mark-up, layout, paper and film assembly), or pre-press preparatory work (camera operation, colour separation, film imposition, platemaking), or press operation (tending various offset presses, rotogravure, or flexographic presses), or binding and finishing (operating computerized cutters and other precision equipment for folding, stitching, assembling). In addition, there are employment opportunities in areas of quality assurance and introductory management functions (hardware applications and purchasing, technical service/repair, production control, estimating, marketing and sales).

ADVANCED STANDING:
Students who successfully completed this program may apply credits towards a four-year Bachelor of Science program at the Rochester Institute of Technology.

YEAR 1 (32 WEEKS) AND YEAR 2 (32 WEEKS)

Year One and Year Two in the Printing Technology program are identical to those listed in the two-year Printing Technician program. See the previous page.

YEAR 3 32 WEEKS

In year 3, students select the area in which they wish to specialize by choosing one of the four options. Students in any option will take all the courses listed in that option, plus two technical elective courses from other option areas. A selection of electives from business courses must be taken and the types of courses normally available are as follows: Psychology, Statistics, Economics, Data Processing, Accounting, and Business Mathematics. Business electives must total a minimum of 180 course hours for the year.

EST300	Graphic Arts Estimating (Semester 5)
TRP301	Technical Report
ELECT000	Elective
ELECT000	Elective
ELECT002	Elective — Technical (Semester 5)
ELECT003	Elective — Technical (Semester 6)

Option 1 — Typographic Composition

COMP314	Pagemaker(IBM or Mac)
COMP324	Operating Systems (DOS,Mac)
COMP325	Ventura Publisher (IBM)
COMP336	Introduction to Quark Xpress
COMP345	Page Layout and Typography for Desktop Publishing (Quark)
WORD300	Basic Word Processing

Option 2 — Camera/Stripping

CAM300	Photomechanical (Tone) Reproduction
CAM310	Photomechanical Reproduction (Colour Sep.)
CAM325	Technology in the Workplace
CAM330	Photomechanical Reproduction (Scanner)
PSP300	Film Imposition/Printing Surface Preparation (Colour)
PSP310	Film Imposition/Printing Surface Preparation (Planning/Proofing)
PSP320	Film Imposition/Printing Surface Preparation (Projects)

Option 3 — Machine Printing

LTPR300	Die Cutting and Embossing
FLEX300	Machine Printing Flexography
ROTO300	Machine Printing Rotogravure
LITH310	Machine Printing Offset
LITH320	Machine Printing Offset (Two Colour)
LITH330	Machine Printing Web Offset

Option 4 — Binding and Finishing

BIND300	Binding and Finishing
BIND310	Binding and Finishing
BIND320	Binding and Finishing
BIND330	Binding and Finishing
BIND340	Binding and Finishing
BIND350	Binding and Finishing

For more information, call Leo Suokos at (416) 867-2010 or William Kidd at (416) 867-2017 between 8:30 a.m. and 4:30 p.m.

SCREEN PROCESS PRINTING

GBC Code GA5400
St. James Campus
40 Weeks

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 10 or mature student status (see page 7). All applicants must attend an orientation session, pass a mechanical reasoning test, and pass a practical test of their visual perception skills and artistic ability. Please call (416) 867-2135 to make an appointment or for more information.

ABOUT THE PROGRAM:
George Brown's program puts emphasis on the technical aspects of screen printing and is the only commercial screen printing program in Canada. Screen printing is a rapidly growing segment of the specialized printing industry. Surfaces such as plastic, glass, metal, fabric, wood and paper in areas such as textiles, wallpapers, signs, advertising posters and printed circuits are all printed by this method. Students with artistic and mechanical aptitude do particularly well at this work. All subjects are taught in a modular system.

This program is unique in Canada.

CAREER PROSPECTS:
Graduates obtain positions as camera operators, stencil cutters, layout persons, ink formulators, press operators and finishers. Some graduates have obtained positions at the management level, while others have started their own small businesses.

SEMESTER 1 20 WEEKS

SP526	Basic Mechanical Layout and Typography
SP52B	Basic Stencil Film Imposition
SP529	Basic Manual and Mechanized Press Operation and Production

SEMESTER 2 20 WEEKS

SP527	Photomechanical Reproduction
SP531	Advanced Film Imposition
SP532	Intermediate Manual, Mechanized and Photo-mechanical Processing
SP530	Advanced Manual and Mechanized Press Operation and Production

For more information, call Jim Meikle at (416) 867-2033 or the Graphic Arts Division at (416) 867-2135 between 8 a.m. and 4:30 p.m.

SIGNWRITING

GBC Code GA5460
St. James Campus
34 weeks

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 12 or mature student status (see page 7). Applicants must attend an orientation session and will be selected on the basis of a multi-part practical test of their artistic, perceptual and reproduction abilities. Please call (416) 867-2135 to make an appointment or for more information.

ABOUT THE PROGRAM:
The program is designed to give students the basic skills and knowledge necessary to work in the sign industry. Students will study typefaces suitable for sign work. They will practise lettering for show cards, banners, permanent type signs, and learn to use computerized equipment.

Various materials, paints, and tools used in the sign industry will be studied; materials will be prepared and/or reclaimed for the various projects. Students will be introduced to the theory and practice of screen printing as it relates to the sign industry.

Basic layout ideas and colour theory and practice will be studied and developed into more complicated designs suitable for signs. The emphasis throughout the program will be on producing quality work.

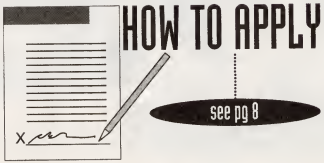
This program is unique in Ontario.

ADVANCED STANDING:
Students who successfully complete this program may enter into second year of the Graphic Sign Design and Production (post-secondary) program.

SEMESTER 1	15 WEEKS
SIGN549	Basic Signwriting
SIGN550	Lettering
SIGN551	Screen Process Printing/Signs and Cards
SIGN547	Design & Colour I

SEMESTER 2	19 WEEKS
SIGN553	Signwriting
SIGN545	Lettering
SIGN555	Design & Colour
SIGN554	Screen Process Printing/Sign and Cards
SIGN546	Foundation Art

For more information, call Fred de Jong at (416) 867-2034 or the Graphic Arts Division at (416) 867-2135 between 8 a.m. and 5 p.m.



HEALTH SCIENCES DIVISION

Dean:
Lynne Mulder

Chairpersons:
Mary Raspor,
Diploma Nursing (Year 1) and Nursing Assistant

Paula Price,
Diploma Nursing (Year 2 and 3)

Douglas Stulla,
Allied Health & Post-Diploma Nursing

HEALTH SCIENCES

The Health Sciences Division offers programs in the general areas of nursing, orthotics and prosthetics, dental care, chiropody and fitness. All programs include intensive practical experience components that run concurrently with classroom instruction. George Brown's location in the centre of Toronto adds a valuable dimension: students in dental programs learn practical skills in a busy college-run clinic; students in orthotics-prosthetics programs work in area hospitals; chiropody students work in a clinic at Toronto General Hospital; nurses work on the wards in some of the best teaching hospitals in Ontario — The Toronto Hospital, Sunnybrook Health Science Centre, St. Michael's Hospital, the Hospital for Sick Children and Mount Sinai Hospital; and fitness students hone their skills in some of the city's top health and sports clubs. All programs emphasize self-directed learning. Students spend a significant amount of time learning at their own pace using a wide variety of teaching material including computers, videos, books and periodicals.

CHIROPODY

GBC Code DE1130
Nightingale Campus
3 Years (6 semesters)
To apply, see below

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma or equivalent, with six Ontario Academic Course (OAC) credits, including: one English, one chemistry and one biology, together with the following at either the Grade 11 advanced level, the Grade 12 advanced level, or OAC credits: one physics and one mathematics. Personal interview at the Michener Institute. Final admission based on academic average and interview score.

ABOUT THE PROGRAM:
Chiropody is a health care profession concerned with the care and treatment of foot disorders. Chiropodists work in clinical settings as part of a health care team, and as such, are responsible for diagnosis, treatment and management of acute and chronic foot-care problems. Our chiropody program is the only program of its type in Ontario. Jointly offered by three institutions (The Toronto General Hospital, Michener Institute, and George Brown College), it provides students with several hundred hours of supervised clinical experience working with patients.

This program is unique in Ontario.

CAREER PROSPECTS:
To practise as a chiropodist in Ontario, graduates must successfully complete all theoretical and clinical courses and register with the Board of Regents, Chiropody. They then usually find full-time employment with hospitals or Public Health Units.

HOW TO APPLY:
Application forms must be obtained from and submitted to the Michener Institute between November 1 and February 1 for the following September intake. Call the phone number listed at the bottom of this page.

SEMESTER 1	15 WEEKS
CLIN114	Clinicol Skills
CHIR107	Chiropodiol Therapeutics I
BIO122	Introductory Biology
BIO116	Anotomy and Physiology
BIO118	Microbiology
HIST107	Histology
ENG106	Language and Communicotions I
ORTH114	Orthotics I

SEMESTER 2	21 WEEKS
POD127	Podology I
CHIR115	Chiropodiol Therapeutics II
CHIR110	Emergency Core
CLIN115	Clinicol Skills II
ANAT115	Anotomy and Physiology of the Lower Extremity
HUMN104	Ethics for Health Sciences
ORTH114	Orthotics I

SEMESTER 3	15 WEEKS
POD227	Podology II
PHAR205	Pharmacology
PATH208	Generol Pothology
BIO202	Biomechanics I
CLIN205	Clinicol Skills III
PSY170	Introductory Psychology
ORTH215	Orthotics II
HUMN200	Chiropody in the Community/Problem-Solving
BIO208	Clinicol Microbiology

SEMESTER 4	21 WEEKS
POD237	Podology III
SURG202	Surgery
BIO212	Biomechanics II
PATH209	Pathology
CLIN215	Clinicol Skills IV
ORTH215	Orthotics II
SURG203	Locol Anaesthesio ond Soft Tissue Surgery
CHIR215	Physical Therapy
MED219	Sports Medicine

SEMESTER 5	15 WEEKS
POD307	Podology IV
CLIN305	Clinical Skills V
GER200	Gerontology
DERM300	Dermotology
LAW301	Health System, Jurisprudence and Professionol Relotionships
ORTH305	Orthotics III
SURG305	Medicine ond Surgery
CHIR305	Research Methods

SEMESTER 6	21 WEEKS
CLIN316	Clinicol Skills VI

For more information, please coll Pot Sennett at (416) 596-3153 or Lynn Moson ot (416) 596-3143.

DENTAL ASSISTANT

GBC Code DE1410
Casa Loma Campus
34 Weeks (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 biology and chemistry. Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences. Applications must be received or postmarked no later than March 1.

ABOUT THE PROGRAM:
Students receive instruction in oro-facial anatomy, human biology, microbiology, preventive dentistry, nutrition, and many other related areas to prepare for various clinical duties. A number of courses are offered through independent learning. George Brown students get work experience with University of Toronto dental students. Learning takes place alongside students in other dental programs at George Brown, including Denture Therapy, Dental Technology, Dental Hygiene — Expanded Duties, and Dental Hygiene.

The dental assistant gives chairside assistance to the operator and is qualified to take and process dental x-rays. Other duties include management of the patient and business office records, sterilization procedures and preparation of a variety of dental materials. The assistant may also become involved in oral hygiene instruction.

CAREER PROSPECTS:
Graduates may apply for certification with the Ontario Dental Nurses and Assistants Association. They find employment in private practice, public health and hospitals.

SEMESTER 1	17 WEEKS
ANAT117	Oro-Facial Anatomy
DENT106	Dental Materials I
DENT109	Pre-Clinical Dental Radiography
PCT101	Pre-Clinical Techniques (Theory)
DENT119	Dental Office Management
BIO115	Human Biology
BIO104	Microbiology
ENG141	Language and Communications I
PSY100	Social Psychology
PCT102	Clinicol Techniques

SEMESTER 2	17 WEEKS
DENT104	Preventive Dentistry
DENT107	Dental Materials II
DENT112	Clinicol Dental Radiography
NUT101	Nutritian
PCT103	Clinicol Techniques (Theory)
BIO125	Human Biology
PHAR102	Pharmacology and Emergency Core
ENG202	Language and Communicotions II
FLDP100	Field Practice
PCT104	Clinical Techniques (Practical)
ANAT117	Ora-Fociol Anatomy

For more information, please coll (416) 944-4546 between 9 o.m. and 3 p.m.

DENTAL HYGIENE

GBC Code DE4420
Casa Loma Campus
36 Weeks (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Applicants must present at time of application:

1) Formal proof of at least one of the following: (a) current Ontario Dental Nurses and Assistants Association (O.D.N.A.A.) Certification as a Dental Assistant, (b) successful completion of the Ontario Dental Nurses and Assistants Association Certification Exam, and/or (c) graduation from the Dental Assisting Program at an accredited Ontario community college;

2) Formal proof of a **minimum** of six consecutive months of full-time chairside work experience as a dental assistant, obtained **after** receiving certification or eligibility for certification, and completed before the deadline date of March 1. Proof may take the form of a letter from the dental employer on business letterhead detailing work experience.

All applications and documentation must be completed and received by the college by March 1. Applications and/or documentation received after March 1 will not be considered for acceptance. The college reserves the right to validate all documentation submitted by the applicant.

Qualified applicants will take an entrance examination and may be required to attend an interview. The results of this testing, together with the applicant's submission of documentation of prerequisites outlined above, will provide the basis for acceptance decisions.

NOTE:
A CPR Basic Rescuer course is a first semester co-requisite. Certification must be obtained before a student begins the second semester Clinical Techniques course (PCT203).

ABOUT THE PROGRAM:
The dental hygienist is trained to work with patients under the general supervision of a dentist. Services provided to the patient are of a preventive nature.

Students learn to scale and polish teeth, polish amalgam fillings, take x-rays, take impressions for study models, place rubber dams, apply fissure sealants and anti-cariogenic agents, apply topical anaesthetics, provide individualized oral hygiene home care, remove sutures, and place and remove orthodontic arch wires, bands and brackets. The hygienist may be involved in dietary counselling in relation to dental disease and dental health education.

Graduates of this program are required to complete a provincial licensing examination.

CAREER PROSPECTS:
Graduates are employed in private practice, public health and hospitals.

SEMESTER 1	17 WEEKS
HIST106	General Histology
NUT202	Nutrition
PCT205	Patient Assessment
PATH110	Pathophysiology A (Introductory Pathology)
PCT201	Pre-Clinical Techniques
PERI100	Periodontics I
ANAT205	Anatomy — Head and Neck
PSY200	Social Psychology
DENT137	Advanced Preventive Dentistry

SEMESTER 2	19 WEEKS
DENT206	Dental Health Education
DENT209	Advanced Radiography
HIST116	Dental Histology and Embryology
NUT203	Nutrition Counselling
ORTH103	Orthodontics and Paedodontics
PCT203	Clinical Techniques
PERI101	Periodontics II
PSY200	Social Psychology
FLDP200	Field Practice
PATH112	Oral Pathology
PATH111	Medicine
DENT123	Ethics and Issues
DENT217	Community Dentistry

For more information, please call (416) 944-4546.

DENTAL HYGIENE — EXPANDED DUTIES

GBC Code DE4000
Casa Loma Campus
23 Weeks
Post-secondary

Starting: September 1993
Certification: Certificate
No summer classes

PREREQUISITES:
Ontario Licensure as a Dental Hygienist with a minimum of one year of work experience.

ABOUT THE PROGRAM:
The expanded duty dental hygienist performs restorative procedures in addition to traditional preventive duties.

The expanded duty hygienist, under the general supervision of a dentist, places and finishes amalgam, resin and temporary restorations, and cements temporary crowns.

Students practise various procedures on a manikin, after which they spend ten weeks in a clinical setting performing restorative procedures on patients.

Graduates write a provincial licensing examination.

This program is unique in Ontario.

CAREER PROSPECTS:
Graduates are employed in private practice, public health and hospitals.

COURSES	23 WEEKS
DENT400	Science of Dental Materials
HIST400	Advanced Dental Histology and Embryology
PCT401	Pre-Clinical Restorative Techniques
PCT402	Clinical Techniques
DENT401	Functional Occlusion
PCT403	Clinical Techniques (Theory)

For more information, please call (416) 944-4546.

NEED SOME CAREER ADVICE?
pg 3

DENTAL TECHNOLOGY

GBC Code DE1020
Casa Loma Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 chemistry, physics and biology. Mature applicants may be required to attend a preliminary examination in science and/or English.

Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences, as well as a manual dexterity test. Qualified applicants may also be required to attend an interview and/or orientation session. Applications must be received or postmarked no later than March 1.

ABOUT THE PROGRAM:
Dental technicians make a major contribution to the practice of dentistry. These dental workers fabricate all the various appliances used by dentists in the treatment of patients.

Dental technicians fabricate from a dentist's prescription: orthodontic appliances, full dentures, partial dentures, crowns and bridges. The technician may also produce specialty items such as surgical splints and sports mouthguards.

The teaching program is highly project-oriented and the student-instructor ratio allows for individual instruction throughout the program.

This program is unique in Ontario.

CAREER PROSPECTS:
Dental technicians can choose to be employed by a commercial dental laboratory, a dentist, or to enter the Armed Forces with an advanced rank. They may also become a registered dental technician and open and operate a dental laboratory.

SEMESTER 1	17 WEEKS
ANAT117	Oro-facial Anatomy
ANAT118	Functional Anatomy I
ORTH102	Orthodontics I (Practical)
LAB106	Complete Denture Construction I
LAB109	Complete Denture Construction I (Theory)
COMM120	College English

SEMESTER 2	17 WEEKS
ANAT117	Oro-facial Anatomy
ANAT119	Functional Anatomy II
DENT125	Crown and Bridge, Prosthodontics & Ceramics I
DENT126	Removable Partial Denture Costing I
DENT124	Theory of Dental Technology
LIBS130	Being Human: Self, Society and Meaning

SEMESTER 3	17 WEEKS
DENT203	Dental Health Care
DENT210	Complete Dentures
DENT211	Crown and Bridge
DENT212	Partial Denture
ORTH206	Orthodontics
MGMT200	Intro to Microcomputers

SEMESTER 4	17 WEEKS
DENT230	Crown and Bridge, Ceromics III
DENT234	Partial Dentures III
DENT238	Orthodontics III
DENT242	Complete Denture Construction III
HR202	Human Relations
PSY170	Introductory Psychology

SEMESTER 5	17 WEEKS
MANG300	Small Business Management
LAB305	Specialty — Pre Grad Experience I
SOC300	Sociology of Dental Health

SEMESTER 6	17 WEEKS
LAB307	Specialty Pre Grad Experience II
MGMT301	Business Administration

For more information, please call (416) 944-4546 between 9 a.m. and 3 p.m.

DENTURE THERAPY

GBC Code DE1070
Casa Loma Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

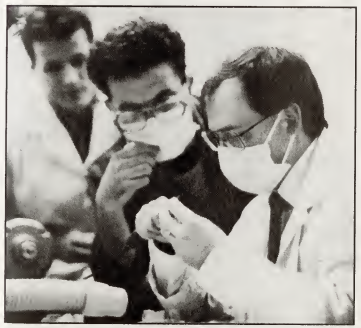
PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 chemistry, physics and biology. Mature applicants may be required to attend a preliminary examination in science and/or English.

Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences, as well as a manual dexterity test. Qualified applicants may also be required to attend an interview and/or orientation session. Applications must be received or postmarked no later than March 1.

ABOUT THE PROGRAM:
Students are trained in the technical and clinical areas required to fabricate and insert dentures. Other subjects studied include biological sciences and social services. The program includes a large clinical component.

This program is unique in Ontario.

CAREER PROSPECTS:
Therapists may choose to set up an independent private practice or work under supervision to fabricate complete upper and lower dentures. A therapist must work under the supervision of a dentist for the fabrication of cast partial dentures.



SEMESTER 1	17 WEEKS
ANAT117	Oro-facial Anatomy
DENT131	Manipulation and Application of Dental Materials
LAB106	Complete Denture Construction I (Practical)
LAB109	Complete Denture Construction I (Theory)
BIO104	Microbiology
BIO119	Biology: Human Anatomy and Physiology I
COMM120	College English

SEMESTER 2	17 WEEKS
ANAT117	Oro-facial Anatomy
HIST104	General Histology
ANAT205	Anatomy — Head and Neck
DTC112	Denture Therapy Pre-Clinic/Technical Skills
BIO129	Biology: Human Anatomy and Physiology II
PHAR102	Pharmacology and Emergency Care
LIBS130	Being Human: Self, Society and Meaning
MAN105A	Management of Denture Therapy Process

SEMESTER 3	17 WEEKS
DTC202	Denture Therapy Clinical and Prosthodontics
DTC201A	Denture Therapy — Laboratory
HIST105	Dental Histology and Embryology
PATH110	Pathophysiol A/Intro. Pathology
KINE205	Dental Kinesiology
DENT302	Preventive Dentistry

SEMESTER 4	17 WEEKS
DTC200	Denture Therapy Clinical I
RAD210	Radiographic Pattern Recognition
PATH111	Medicine
DENT217	Community Dentistry
PATH112	Oral Pathology
GER202	Geriodontics and Gerontology

SEMESTER 5	17 WEEKS
DTC302	Advanced Partial Dentures
DTC305	Denture Therapy Clinical II
SBM100	Small Business Management
HEAL301	Health Promotion

SEMESTER 6	17 WEEKS
DTC313	Denture Therapy Clinical III
TECH302	Case Presentation of Clinical Processes
DTC301	Practice Management and Ethics
HR302	Solving Problems in Professional Relations
PSY301	Psychology
DTC304	Pre-Graduate Clinical

For more information, please call (416) 944-4546 between 9 a.m. and 3 p.m.

FITNESS AND LIFESTYLE MANAGEMENT

GBC Code PE1410
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 biology. Qualified applicants will be selected on the basis of testing in English and basic sciences. Applicants may be required to attend an orientation session and/or an interview.

BACKGROUND:
Credits in chemistry and physics at the senior level are desirable.

ABOUT THE PROGRAM:
The Fitness and Lifestyle Management program has been a leader in the provincial fitness scene for over 15 years. Still a forerunner, the program provides extensive academic and practical training within five curriculum streams: Assessment/Exercise Prescription; Leadership; Management/Program Administration; Health Promotion; and Basic and Applied Sciences.

The program prepares graduates to meet the multi-dimensional demands of a growing industry. It features practical training in fitness testing, leadership, and counselling.

Fitness practitioners provide assessment, counselling, exercise prescription and leadership services that require keen motivational, technical and organizational abilities. Along with strong interpersonal and communication skills, the practical and administrative skills of fitness and lifestyle graduates are recognized by the industry and paramount in the provision and management of safe, effective fitness and health programs.

During the first year, students learn kinesiology, physiology, nutrition and effective communication skills with application to exercise technique, leadership, assessment and health promotion. In the second year, students gain additional theoretical knowledge in the areas of nutrition, health promotion and pathology. Skills are further developed in exercise class leadership, assessment, and exercise prescription through the operation and management of a College fitness centre. In the final seven weeks of the program, students gain work experience in a fitness setting of their choice.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Graduates find employment in a variety of private fitness facilities, community centres, employee fitness programs and hospitals, as well as in self-generated positions.

With the focus shifting from curative to preventive health care management, career opportunities will expand in these areas and new markets will develop as more individuals adopt an active lifestyle.

ADVANCED STANDING:
Students who successfully complete this program may qualify for exemptions from credits in physical education programs in university.

SEMESTER 1	17 WEEKS
KINE100	Kinesiology I
FIT111	Introduction to Fitness Testing
FIT115	Exercise Class Leadership I
PHYS105	Muscle Physiology
BIO110	Biology for Fitness
FIT107	Applied Exercise Techniques I
PROJ100	Introduction to Fitness Management
HEAL103	Introduction to Health Promotion
COMM120	College English

SEMESTER 2	17 WEEKS
KINE110	Kinesiology II
FIT113	Introduction to Fitness Testing II
FIT108	Applied Exercise Techniques II
FIT125	Exercise Class Leadership II
FIT116	Fitness Testing Clinic
NUT104	Nutrition I
PHYS108	Physiology of Exercise
HR101	Human Relations
LIBS130	Being Human: Self, Society and Meaning

SEMESTER 3	17 WEEKS
FIT215	Exercise Class Leadership III
ADM204	Fitness Monogement Projects I
FIT213	Fitness Assessment
FIT209	Guidelines to Exercise Programming
FIT207	Progrom Administration Clinic I
NUT206	Nutrition Guidance
HEAL213	Health Promotion
FIT205	E.C.G. Monitoring Techniques

SEMESTER 4	10 WEEKS
FIT225	Exercise Class Leadership IV
ADM214	Fitness Monogement Projects II
FIT223	Advanced Fitness Assessment
FIT212	Programming for Speciol Coses
FIT217	Program Administration Clinic II
NUT207	Nutrition Guidance (Speciol Coses)
PATH109	Pathology
HEAL202	Prevention and Treatment of Injuries

SEMESTER 4	7 WEEKS
PROJ205	Clinicol Troining in Fitness Field
FIT210	Fitness Seminors
ADM224	Fitness Management Projects III

For more information, call Beau Kent at (416) 944-4562 between 9 o.m. and 5 p.m.

HEARING INSTRUMENT DISPENSER PROGRAM

GBC Code HD101
Casa Loma Campus
30 Weeks (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

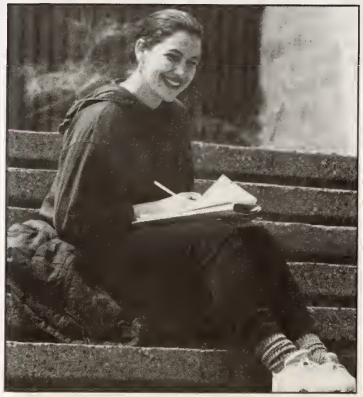
PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 biology. Mature students may be required to take a preliminary exam. Qualified applicants will be tested in English and basic sciences, and may be required to attend an interview.

ABOUT THE PROGRAM:
This technical program is for people who want to learn the skills necessary to be able to fabricate and dispense hearing instruments (aids). The teaching program includes a laboratory component as well as a pre-graduate clinical experience (offered in the second semester).

The graduate will be able to offer services that can consist of: consultation, custom fitting, fabrication of earmolds, instruction in the care and use of hearing aids, adjustments, repairs, ongoing maintenance and service, and demonstrations of various other assistive listening devices. This program will appeal to people who are interested in working with people and helping clients to improve their hearing.

This program is unique in Ontario.

CAREER PROSPECTS:
Hearing instrument dispensers may be employed by a commercial hearing dispenser centre or may wish to establish their own centre.



SEMESTER 1	15 WEEKS
ANAT127	Functional Anatomy and Physiology
HS105	Physics (Sound)
PSY118	Applied Psychology
ENG154	Language and Communication
S8M166	Small Business Management Elective I (45 hrs)
HS108	Level I Theory and Applications Part 1

SEMESTER 2	15 WEEKS
GER200	Gerontology
HS111	Counselling
HS114	Level I Theory and Applications Part 2
HS116	Ethics/Professionol Monogement
HS118	Practicum Consolidation Elective1 (45 hrs)

For more information, call Earlene Wosik at (416) 944-4543.

DIPLOMA NURSING

GBC Code NU1030
St. James Campus
3 Years (6 semesters)
Post-secondary

Starting: September, January
Certification: Diploma
No summer classes

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent including Grade 12 English, mathematics and two science subjects at the Grade 11 or Grade 12 level of which biology must be one, and either chemistry or physics must be the second. An average of 60 per cent in advanced level courses and 70 per cent in general level courses is required for all prerequisites.

Mature students (see page 7) are required to have Grade 12 academic upgrading in English, mathematics, biology and either chemistry or physics or the equivalent.

All applicants who fulfil either of the criteria above will be invited to write the admissions tests which are required by all Nursing applicants.

Information sessions will be scheduled in the fall of 1992 for all interested applicants.

Students must obtain a CPR basic rescuer Certificate approved by the Ontario Heart Foundation prior to the commencement of semester two and keep it current throughout the program. Selected applicants will be required to complete the George Brown Medical Form required in keeping with the Ontario Public Hospitals' Act. The college recommends that students have the Hepatitis B vaccination for their own safety prior to entry.

ABOUT THE PROGRAM:

This program educates individuals to become responsible and accountable practitioners of nursing in accordance with established Standards of Practice (College of Nurses of Ontario). The curriculum combines both nursing and general education courses, as well as clinical experience. In the third year, there is one elective; students may choose one of several courses.

The central themes of the curriculum are:

- principles of nursing process and problem solving skills
- a working understanding of nursing theory (Orem) as basis for nursing practice
- professional responsibility and accountability
- principles of adult learning
- caring and helping which are the essence of nursing.

Graduates must write the Ontario Nurse Registration Exams in order to practice in this profession.

CAREER PROSPECTS:

Graduates of the program who are successful in the Ontario Nurse Registration Examinations may be employed in acute and chronic care hospitals, convalescent hospitals, rehabilitation agencies, community nursing, retirement homes and nursing homes.

ADVANCED STANDING:

Students who successfully complete this program may qualify for exemptions in Bachelor of Science programs at most Ontario universities.

SEMESTER 1	16 WEEKS
NU111	Nursing Theory I
NU112	Nursing Practicum I
NU113	Human Relations
ANAT113	Anatomy and Physiology I
PSY115	Developmental Psychology
COMM120	College English

SEMESTER 2	16 WEEKS
NU121	Nursing Theory II
NU122	Nursing Practicum II
PATH121	Pathology and Therapeutics I
ANAT123	Anatomy and Physiology II
PSY125	General Psychology
HUMN126	Humanities: Religion & Moral Issues

SEMESTER 3	16 WEEKS
NU231	Nursing Theory III
NU232	Nursing Practicum III
PATH232	Pathology and Therapeutics II
HUMN237	Humanities: Philosophy & Moral Issues

SEMESTER 4	16 WEEKS
NU241	Nursing Theory IV
NU242	Nursing Practicum IV
PATH243	Pathology and Therapeutics III
SOC240	Introductory Sociology

SEMESTER 5	16 WEEKS
NU351	Nursing Theory V
NU352	Nursing Practicum V
PATH354	Pathology and Therapeutics IV
LIBS130	Being Human: Self, Society and Meaning

SEMESTER 6	16 WEEKS
NU361	Nursing Theory VI
NU362	Nursing Practicum VI

*Specific course are subject to change os of September 1993 with the implementation of a proposed comman first semester with the Nursing Assistant program.

For more information, call Marian Goltz, program co-ordinator, at (416) 867-2070 between 9 a.m. and 4 p.m.

IF YOU DON'T QUALIFY FOR A HEALTH SCIENCES PROGRAM, SEE OUR PRE-HEALTH SCIENCE PROGRAM.

NURSING ASSISTANT

GBC Code NU110
St. James Campus
1 Year - 1 1/2 Years
Post-secondary

Starting: September, January
Certification: Certificate

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level) or equivalent including Grade 12 English and mathematics and Grade 11 or 12 biology. An average of 60 per cent in advanced level courses and 70 per cent in general level courses is required for all prerequisites. Mature students (see page 7) are required to have a Grade 12 academic upgrading in English, math, and biology or the equivalent. All applicants will be required to write admission tests. Information sessions will be scheduled in the fall of 1992 to provide an overview of the new program.

Students are required to obtain a CPR basic rescuer certificate approved by the Ontario Heart Foundation before commencing semester 2 and to keep it current throughout the program. Applicants selected for the Nursing Assistant program will be required to complete the George Brown medical form. These requirements are stipulated in the Ontario Public Hospitals' Act. The college also recommends that students have the Hepatitis B vaccination for their own safety prior to entry.

ABOUT THE PROGRAM:

Nursing Assistants play a vital role in the health care team in hospitals and community-based agencies. They provide basic nursing care to individuals on their own as well as with other nursing and health-care team members.

Students in the program are provided with the learning opportunities to develop the competencies required to meet the Standards of Nursing Practice for Nursing Assistants (College of Nurses of Ontario). Graduates of this program are eligible to write the provincial registration exams that allow them to become Registered Nursing Assistants (RNAs) in Ontario.

This program is composed of two semesters at four levels of integrated theory and nursing practice. Semester 1, Level 1 (12 weeks) offers basic knowledge in the biological and social sciences as well as nursing theory and skills.

Semester 2, Levels 2, 3 and 4 provides opportunities for the application of theory and nursing skills in a variety of clinical settings outside the college.

CAREER PROSPECTS:

Registration of nursing assistants in Ontario is obtained through successful completion of provincial registration examinations. RNAs are employed in nursing homes, retirement homes, rehabilitation agencies, acute-care hospitals and community agencies.

ADVANCED STANDING:

Students who successfully complete this program may qualify for advanced standing in George Brown's Diploma Nursing (NU1030) program.

NOTE: A major curriculum revision is proposed for September 1993 which will offer a common first semester with the Diploma Nursing program. The program will also be expanded to 3 semesters.

SEMESTER 1	12 WEEKS
Level 1	
NURS107	Nursing Theory I
NURS108	Nursing Practicum I
BIO121	Biological Sciences
SOC103	Social Sciences

SEMESTER 2	24 WEEKS
Level 2	
NURS220	Nursing Theory II
NURS221	Nursing Practicum II
Level 3	
NURS230	Nursing Theory III
NURS231	Nursing Practicum III
Level 4	
NURS240	Nursing Theory IV
NURS241	Nursing Practicum IV

*Effective September 1993:

SEMESTER 1	16 WEEKS
SEMESTER 2	16 WEEKS
SEMESTER 3	16 WEEKS

(Individual courses to be annaunced at future information sessians.)

For more information, call Sharon Jeffrey, program co-ordinatar, (416) 867-2070 between 9 a.m. and 4 p.m.

REFRESHER/UPGRADING NURSING PROGRAMS
(NURSING/UPGRADING FOR GRADUATE NURSES)

OPTION A:

GBC Code NU4100 13 Weeks (plus modules, as required)
Nightingale Campus Starting: September, December and March

Program length varies depending on the number of modules taken.

ABOUT THE PROGRAM:

This 13- to 34-week program is designed for registered nurses to refresh their skills and knowledge before returning to active practice, or for graduate nurses to upgrade before writing the certification examination required by the College of Nurses of Ontario. The 13-week core is the refresher component and is also prerequisite to the three 7-week modules: Maternal-Newborn Nursing, Pediatric Nursing and Psychiatric Nursing. Classroom theory is balanced with relevant clinical practice in downtown Toronto hospitals.

OPTION B:

GBC Code NU4020 32 Weeks (plus modules, as required)
Nightingale Campus Starting: September

ABOUT THE PROGRAM:

This 32- to 53-week program is designed for registered nurses to refresh their skills and knowledge before returning to active practice or for graduate nurses to upgrade before writing the certification examination required by the College of Nurses of Ontario. The long-stream, 32-week core allows students to continue working while refreshing or upgrading their skills. Classes are held one day per week. The 32-week core is the refresher component and is also prerequisite to the three 7-week modules: Maternal-Newborn Nursing, Pediatric Nursing and Psychiatric Nursing. The modules are only offered on a full-time basis. Classroom theory is balanced with relevant clinical practice in downtown Toronto hospitals.

PREREQUISITES:

When applying to either program, applicants must present at time of application a) a current Certificate of Competence from the College of Nurses of Ontario or b) a letter of ruling from the College of Nurses of Ontario. In addition, an interview, a medical examination and a current CPR basic rescuer certificate (Heart and Stroke Foundation) are required.

CAREER PROSPECTS:

Registered nurses who take courses of the program for refreshment purposes find employment in acute care hospitals, specialty hospitals, extended care hospitals, convalescent hospitals, rehabilitation agencies, public health agencies, retirement homes and nursing homes. Non-registered nurses who complete courses for upgrading purposes as set out in their letter of ruling are eligible to write Ontario Nurse Certification Examinations and, if successful, work as registered nurses as above.

THE CORE PROGRAM (13 OR 32 WEEKS) INCLUDES:

RBN401	Review of Basics to Nursing
MSN410	Medical-Surgical Nursing — Practical
Modules, all 7 weeks, include:	
MATN400	Maternal-Newborn Nursing — Community Experience
MATN411	Maternal-Newborn Nursing — Practical
MATN403	Maternal-Newborn Nursing — Theory
PEDN403	Pediatric Nursing — Practical
PEDN404	Pediatric Nursing — Theory
PSYN400	Psychiatric Nursing — Community Experience
PSYN403	Psychiatric Nursing — Practical
PSYN404	Psychiatric Nursing — Theory

For more information, please call Kathleen Alexander at (416) 867-2320 between 9 a.m. and 3 p.m.

REGISTERED NURSE — CRITICAL CARE

GBC Code NU4000 Starting: September, January
Nightingale Campus Certification: Certificate
16 Weeks (1 semester) No summer classes

PREREQUISITES:

Current Certificate of Competence, College of Nurses of Ontario, or, if from out of province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; B.C.L.S. (Heart and Stroke Foundation); an interview; and a medical.

ABOUT THE PROGRAM:

This program prepares registered nurses to give competent care to critically ill individuals and their families. It offers clinical experience on a full-time basis.

The program is divided into two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and the focus is on upon the unstable, critically ill individual suffering from complex, multisystem problems.

Theory includes:

- advanced anatomy and physiology of the vital systems, i.e. cardiovascular, respiratory, renal, nervous and endocrine
- pathology of selected diseases, including medical assessment and management
- nurse's role in selected assessment and supportive measures, e.g. electrocardiogram, hemodynamic monitoring, venipuncture, intracranial pressure monitoring, ventilators
- systematic nursing assessment of all body systems
- use of nursing process in the critical care setting
- relevant medical-moral issues
- legal aspects of critical care nursing
- ways to promote communication, group process, prevent stress and burn-out.

Clinical practice is arranged in one of the downtown Toronto hospitals.

Theory portions of this program may be completed on a part-time basis.

COURSES	16 WEEKS
CCN400	Critical Care Nursing — Theory and Lab — General
HUMN402	Nursing Issues and Values
CCN401	Critical Care — Pathotherapeutics
CCN402	Critical Care Nursing — Practicum — General
CCN403	Critical Care Nursing — Theory — Advanced
CCN404	Critical Care Nursing — Practicum — Advanced

For more information, please call Nazlin Kassam (416) 867-2345 between 9 a.m. and 3 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

REGISTERED NURSE — OPERATING ROOM

GBC Code NU4010
Nightingale Campus
16 Weeks (1 semester)

Starting: September, January
Certification: Certificate
No summer classes

PREREQUISITES:
Current Certificate of Competence, College of Nurses of Ontario, or if from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre would be an advantage; B.C.L.S. (Heart and Stroke Foundation); an interview, and a medical.

ABOUT THE PROGRAM:
This program prepares registered nurses to function competently as team members in an operating room. It offers unique clinical experience on a full-time basis.

The program is organized in three phases. Phase I consists of six weeks of theory, including:

- relevant anatomy and physiology
- principles of asepsis
- duties of scrub and circulating nurses
- intensive study of surgical interventions, their indication(s) and complication(s).

Phase II is an eight-week practicum. During this time, students rotate through several services, i.e. General Surgery, Gynecology, Urology, E.N.T., Orthopedics, Plastics, Ophthalmology, and have observational experiences in Neurosurgery and Cardiovascular surgery.

Hospitals participating in the clinical practice include:

- St. Michael's Hospital, and
- Mount Sinai Hospital; and others.

Phase III is two weeks in length. The focus is management of organization behaviour to prepare nurses to function as first-level supervisors. The content includes management theory based on a behavioural human-relations framework.

Theory portions of this program may be completed on a part-time basis.

COURSES	16 WEEKS
ORN400	Operating Room Nursing — Theory and Labs
ORN401	Operating Room Nursing — Practicum
ORN407	ORN — Surgical Seminar/Management

For more information, please call Virginia Warren at (416) 867-2349 between 9 a.m. and 3 p.m.

REGISTERED NURSE — PERINATAL INTENSIVE CARE

This program is no longer offered on a full-time basis, but it may be taken part-time. For a copy of the Continuing Education calendar of programs, call our Enquiry Centre at (416) 867-2464 or toll-free 1-800-263-8995.

For more information, call Heather Urquhart at (416) 867-2351.

ORTHOTIC/PROSTHETIC TECHNICIAN

GBC Code DE1100
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 and/or 12 physics and biology.

Qualified applicants will have a manual dexterity test and will be interviewed prior to the fourth Saturday in April. Program closure takes place on the last Wednesday in March.

ABOUT THE PROGRAM:
This technical program is for people who are craft-oriented but not interested in the clinical aspects of orthotics/prosthetics. Under the direction of the orthotist/prosthetist, students learn how to make orthoses (braces and splints) and prostheses (artificial limbs) which are fitted to help rehabilitate disabled patients. It is a field in which new materials, techniques and controls are creating an increasing demand for technically competent people.

Graduates will be eligible for registration by the Canadian Association of Prosthetists and Orthotists. For an information appointment about this program, please call (416) 242-4864.

This program is unique in Ontario.

CAREER PROSPECTS:
Excellent employment opportunities are available in hospitals, rehabilitation centres and private facilities across the country.

JOB DESCRIPTIONS:
The orthotic technician makes orthoses from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics, leathers and fabrics.

The prosthetic technician makes prostheses from drawings, measurements and plaster casts using a variety of materials, such as metals, plaster and leather.

SEMESTER 1	17 WEEKS
PROS102	Materials and Laboratory Techniques
ENDR114	Drawing and Sketching (Basic)
WELD147	Welding Techniques
ANAT116	Gross Anatomy
MATH104	Mathematics
ENG106	Language and Communications I
PROS103	Fabrication Theory

SEMESTER 2	17 WEEKS
PROS112	Materials and Laboratory Fabrication Techniques
PROS113	Fabrication Theory
MACH100	Basic Machine Shop Fundamentals
MET101	Introductory Metallurgy
ANAT125	Grass Anatomy
MECH104	Mechanics
LIBS132	Being Human: Self, Society and Meaning

SEMESTER 3	17 WEEKS
PROS205	Materials and Laboratory Fabrication Techniques
ELTC130	Electronics
ENG205	Language and Communications
PROS206	Fabrication Theory
ANAT207	Anatomy
PRGM120	Intro to Computers
MECH224	Mechanics of Materials
KINE105	Kinesiology

SEMESTER 4	17 WEEKS
PROS215	Materials and Laboratory Fabrication Techniques
ELTC130	Electronics
PROS203	Pre-Graduate Work Experience
PROS216	Fabrication Theory
PSY217	Psycho-Social Approach to Disability

For more information or if you are applying to this program, please call David Preston at (416) 242-4684 between 9 a.m. and 3 p.m.

CLINICAL METHODS IN ORTHOTICS/PROSTHETICS
(POST DIPLOMA)

GBC Code DE1120
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
This is a post-diploma/post-degree program. Graduates from the Orthotics/Prosthetics technical program, graduates in kinesiology, physiotherapy, physical education, engineering, nursing and other related backgrounds will be considered as suitable applicants. An initial prescreening testing process will take place in late March or early April. Qualified applicants will then be interviewed on the fourth Saturday in April. This will be the only interview day available.

ABOUT THE PROGRAM:
The two-year program is co-ordinated between George Brown College and West Park Hospital, with associate clinics at Chedoke-McMaster Hospital and the Canadian Centre for Prosthetics. Students will be trained in making and fitting prostheses (artificial limbs) and orthoses (braces and splints).

Students obtain clinical experience under the direction of Certified Prosthetists/Orthotists and other health care professionals. Laboratory experience is gained at West Park Hospital.

This program will appeal to students, especially those who have a background in health sciences, who are interested in working with people and helping patients in their attempts to overcome disabilities.

Successful graduates will be eligible for certification by the Canadian Board for Certification of Prosthetists and Orthotists. For further information call (416) 242-4864.

This program is unique in Ontario.

CAREER PROSPECTS:
Employment is available in orthotic and prosthetic management at hospitals, rehabilitation centres and private facilities throughout Canada.

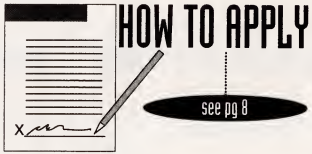
SEMESTER 1	17 WEEKS
CT102	Clinical Techniques (Theory)
LAB104	Laboratory Procedures
CT103	Clinical Techniques (Practical)
ANAT111	Gross Anatomy
PHYS107	Physiology
KINE102	Kinesiology and Biomechanics I

SEMESTER 2	17 WEEKS
CT112	Clinical Techniques (Theory)
CT113	Clinical Techniques (Practical)
LAB114	Laboratory Procedures
ANAT107	Gross Anatomy
GER201	Gerontology

SEMESTER 3	17 WEEKS
CT202	Clinical Techniques (Theory)
CT203	Clinical Techniques (Practical)
LAB203	Laboratory Procedures
PATH211	Pathophysiology
KINE204	Clinical Prosthetics & Orthotic Biomechanics
CT204	Powered Prosthetics

SEMESTER 4	17 WEEKS
CT212	Clinical Techniques (Theory)
LAB213	Laboratory Procedures
CT213	Clinical Techniques (Practical)
PATH221	Pathophysiology
BUS276	Practice Management

For more information or if you are applying to this program, please call Dan Blocka at (416) 242-4864 between 9 a.m. and 3 p.m.



PRE-HEALTH SCIENCE

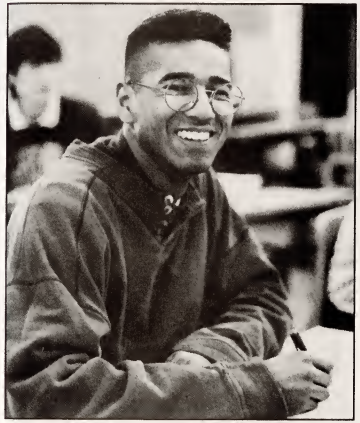
GBC Code PH7000
St. James Campus
16 Weeks (1 semester)
Post-secondary

Starting: September, January
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM:
The Pre-Health Science program has been established for people who want to enter a post-secondary health science program but do not have all the admission requirements. It offers necessary background in English, mathematics, social sciences and basic sciences.

Graduates of the program who wish to enter full-time programs in health-related sciences must apply through the normal selection process.



COURSES	16 WEEKS
ENG700	Language and Communications
MATH700	Mathematics for Pre-Health
PHY700	Physics for Pre-Health
CHEM700	Chemistry for Pre-Health
BIO700	Biology for Pre-Health
LIBS700	Introduction to Sociology and Human Relations

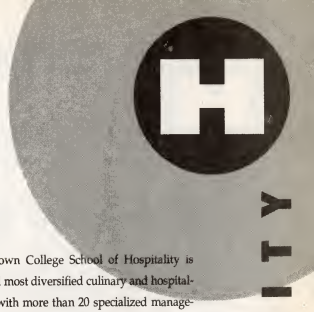
For more information, call (416) 867-2195 between 8 a.m. and 4 p.m.

SCHOOL OF HOSPITALITY

Dean:
Brian Cooper

Chairpersons:
Dorothy Ellis,
Administration

Russ Cooper,
Academic



HOSPITALITY

The George Brown College School of Hospitality is Canada's largest and most diversified culinary and hospitality training facility with more than 20 specialized management, apprenticeship and tuition-short programs. Centrally located in the heart of Canada's restaurant and hotel capital, it provides a centre of life-long learning for more than 1,800 full-time and 3,000 part-time students in its modern, state-of-the-art hospitality building.

Students take part in industry externships or placements as part of a skill-oriented curriculum that is nurtured by more than 80 of the world's finest training chefs, pastry chefs, hospitality managers and tradespersons.

Students can progress through a variety of programs while at George Brown by combining blocks of specific curriculum. This leads to a variety of options for our students.

Several unique programs are recognized as the best available in Canada. These include programs such as Chinese Cuisine and Chef Pre-Employment; and post-diploma programs such as Culinary Arts Italian (with a three-month placement in Italy), Food Service Supervision (a one year program leading to supervisory positions in the senior and health care industry), Patissier (Advanced Pastry Work) and Sommelier (Canada's only certified wine appreciation and service program). Many of Hospitality's part-time continuing education courses count towards full-time certificate and diploma programs as well.

Our keen Hospitality students often work part-time at some of the city's best hotels and restaurants while attending classes. Special events, student/industry associations and on-campus clubs, plus regular guest speakers and guest chefs, make the School of Hospitality a unique learning experience. For further information and appointments, phone (416) 867-2225.

BAKING TECHNIQUES

GBC Code FS5410
St. James Campus
40 Weeks (2 semesters)

Starting: At various times throughout the calendar year
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 and a pre-entrance orientation session.

ABOUT THE PROGRAM:
This program prepares students for a career in the Canadian baking industry. It is segmented into specific skill sections that include breads, pastry, cakes and decorating. Each section deals with the practical methods and the theoretical background of a particular specialty. The sections are rounded out with sanitation, nutrition, business communications and mathematics. Students will complete two externships (work experience) as part of the program.

CAREER PROSPECTS:
This program covers the entire baker apprentice in-school work. Graduates may become apprentice bakers with 900 hours credit towards their professional certification. Alternatively, they may take positions in commercial bakeries, large hotels and institutions, or small bakery shops concentrating in one of several specialist aspects of baking.

ADVANCED STANDING:
Graduates may qualify to take a Patissier program at George Brown College following work experience. Call the School of Hospitality for more details.

PART 1	BASIC
SEMESTER 1	**20 WEEKS**
SAN501	Sanitation
BK550	Bakery Formulation
BK551	Ingredients
BK552	Fermentation
BK553	Straight Dough
BK554	Variety Fermented Goods
BK555	Pies, Sweet and Puff Paste Goods
BK556	Cookies
BK557	Cakes, Creams
BK558	Muffins, Tea Biscuits
CWE500	Work Experience
ENG511	Language and Communications

PART 2	ADVANCED
SEMESTER 2	**20 WEEKS**
SAN511	Sanitation
BK560	Formulation
BK561	Flour and Sugar
BK562	Cakes
BK563	Bread and Rolls
BK564	Pastries and Choux Paste
BK565	Puddings and Desserts
BK566	Decorating, Specialty Work
SCR530	Stock Control, Receiving
PC530	Product Costing
PUR531	Ingredient and Material Purchasing
CWE501	Work Experience

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

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BARTENDING

GBC Code FS5750
St. James Campus
15 Weeks

Starting: At various times throughout the calendar year
Certification: Certificate

PREREQUISITES:
Grade 10 and a pre-entrance orientation session.

ABOUT THE PROGRAM:
This program prepares you for a flexible and portable career in bartending. It trains men and women as bartenders (stool and service) for licensed establishments in the food and hospitality industry. In our modern, 22-station mixology laboratory, students learn the art of mixing, building and shaking the most common drinks served in the industry today. They also study the Liquor Licence Act, fire safety procedures, the Innkeeper's Act, personnel relations and various aspects of bar management and accounting.

CAREER PROSPECTS:
Graduates find employment tending a bar in a variety of restaurants, hotels, pubs, discos, taverns, clubs and on a freelance basis for private functions. This position is also used as an entry position leading to Food and Beverage Management.

ADVANCED STANDING:
Students who successfully complete this program may qualify for exemptions in the Hotel Management (FS1080) and Food and Beverage Management (FS1070) programs.

COURSES	15 WEEKS (UNDER REVIEW)
PERS502	Personnel Hospitality
LAW501	Law and Franchising
MIX503	Mixalogy
BAR504	Bar Management
BAR505	Bar Accounting
BAR506	Beverage Theory and Wines
ENG501	Language and Communications
MATH501	Mathematics
SAN500	Sanitation and Safety
DIM501	Dimensians Hospitality

Students will also complete an industry externship as part of the program.

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

CHEF TRAINING (PRE-EMPLOYMENT)

GBC Code FS7420
St. James Campus
40 Weeks
Post-secondary

Starting: September, January
Certification: Certificate
Summer classes with January intake

PREREQUISITES:
Ontario Secondary School Diploma with credits in Grades 11 and 12 at or above the general level, or mature student status (see page 7). Qualified applicants are invited to attend an orientation session.

ABOUT THE PROGRAM:
This program provides the complete in-school portion of the apprentice cook certification program. Graduates will be considered for direct entry into the 3rd semester of the Culinary Management program with the addition of an accounting course, or direct entry into the Culinary Arts — Italian program with acceptable experience.

Nine hundred of the 6,000 hours required for apprenticeship are credited to the graduate who registers as an Apprentice Cook.

The program includes food theory classes covering all aspects of food products and preparation, and demonstrations by experienced qualified chefs on how to prepare food items, followed by hands-on preparation by students using small and large quantity recipes to produce dishes used by our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as sanitation, nutrition, kitchen management, purchasing and food cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens. Students will complete an externship in Toronto's leading training restaurants, hotels or catering establishments as part of their program.

CAREER PROSPECTS:
Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

ADVANCED STANDING:
Students may qualify for exemptions in Culinary Management (FS1060) and Culinary Arts — Italian (post-diploma) (FS4020) program.

SEMESTER 1	20 WEEKS
BKT701	Bake Theory
BK701	Bake Practical
FSQ701	Small Quantity Food
FLQ701	Large Quantity Food
MATH735	Business Mathematics
MT701	Meat Theory
NUT731	Nutrition
FTC701	Food Theory
PUR705	Kitchen Management
DIM701	Dimensions Hospitality
SAN730	Sanitation and Safety
ENG710	Language and Cammunications

SEMESTER 2	20 WEEKS
BKT702	Bake Theory
BK702	Bake Practical
FTC702	Food Theory
FSQ702	Small Quantity Food
FLQ702	Large Quantity Food
PUR702	Purchasing
MATH735	Business Mathematics
FCL703	Food Beverage and Labour Cantral

(Specific courses will not necessarily be offered in the semester indicated.)

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

CHINESE COOKING (BASIC)

GBC Code FS5770
St. James Campus
8 Weeks

Starting: At various times throughout the calendar year
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 8 with a pre-entrance orientation session with a College staff member and Chinese restaurant community representative.

ABOUT THE PROGRAM:
This program prepares students for careers as cooks in Chinese restaurants. It teaches the food preparation, kitchen supervising and theoretical methods to meet the needs of various styles of Chinese cuisine. Students prepare regional specialties such as Dim Sum, Cantonese cuisine, Szechuan cuisine, barbecue and chop suey style dishes in our Chinese-style food laboratory. Each practice session is preceded by a demonstration and discussion of specific methods conducted by a noted expert in that particular field.

CAREER PROSPECTS:
Graduates are employed as third, second, first cook and, with experience, chef in a variety of Chinese restaurants. This program is actively supported by the Toronto Chinese Restaurant Association.

COURSES	8 WEEKS
SAN577	Sanitation
FTF577	Food Theory
MENU577	Menu Planning
FP534	Cantanese Preparation
FP535	Dim Sum Preparation
FP536	Chap Suey and Food Preparation
FP537	Szechuan Preparation
MATH577	Mathematics
ENG577	Communications

CHINESE COOKING (ADVANCED)

GBC Code FS5780
St. James Campus
8 Weeks

Starting: At various times throughout the calendar year
Certification: Certificate
No summer classes

PREREQUISITES:
Successful completion of Chinese Cooking — Basic program and work experience.

ABOUT THE PROGRAM:
This program continues and elaborates on the skills acquired in the basic program and in the work experience. It reinforces the practical sessions on advanced food preparation by discussion of food storage, purchasing and receiving, recipe costing, portion control and yields, human relations, market evaluation, hospitality law and Chinese kitchen layouts.

CAREER PROSPECTS:
Graduates are employed as third, second, first cook and, with experience, chef in a variety of Chinese restaurants. This program is actively supported by the Toronto Chinese Restaurant Association.

These programs are unique in Ontario.

COURSES	8 WEEKS
SAN578	Sanitation
FTF578	Food Theory
PUR578	Kitchen Management
FP544	Cantanese Preparation
FP545	Dim Sum Preparation
FP54B	Barbecue Preparation
FP549	Chap Suey Preparation
FP547	Szechuan Preparation

Students will complete a compulsary (eight-week) externship in a recognized Chinese restaurant between the basic and advanced program.

For more information about both programs, call Bill Wang at (416) B67-2250 between 9 a.m. and 4 p.m.

CULINARY ARTS — ITALIAN (POST DIPLOMA)

GBC Code FS4020
St. James Campus
33 Weeks (2 semesters)
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Applicants must have graduated from either a two-year Culinary Management program or from a Basic and Advanced Food Preparation program offered through apprenticeship, Chef Pre-Employment; and they must have one year of acceptable work experience in an Italian restaurant. Throughout the program students are expected to work part-time in an Italian restaurant kitchen.

ABOUT THE PROGRAM:
This program provides graduate cooks with the unique opportunity to study the culture, art and wines of Italy, as well as its many regional cuisines. Students combine a four-day-per-week, in-college skill development program with on-the-job practical experience in Toronto Italian restaurants. The final 15 weeks of the program will be an externship arranged by our Italian Advisory Committee in the finest Italian restaurants of Italy, San Francisco, New York or Chicago.

This program is unique in Canada.

CAREER PROSPECTS:
Successful graduates will find employment in one of the many Italian specialty restaurants, or use the experience to enhance their repertoire of special menus for large hotels or institutions.

SEMESTER 1	18 WEEKS
CUL400	Dimensions of Italian Culture
FTC400	Italian Culinary Theory
VIN400	Italian Wines
MENU401	Italian Menu Development
FP400	Italian Food Preparation Techniques
FSQ400	Italian Small Quantity Food Prep/Lab
BK400	Italian Baking & Dessert Craft
SERV400	Italian À La Carte Kitchen & Dining Service
SEMESTER 2	**15 WEEKS**
CWE401	Work Experience — Externship

For more information, call Ivana Zambotti at (416) 867-2247 between 9 a.m. and 4 p.m.

NOT SURE YOU QUALIFY?
pg.6

CULINARY MANAGEMENT

GBC Code FS1060
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits in Grades 11 and 12 at or above the general level) or equivalent, or mature student status (see page 7). Qualified applicants are invited to attend an orientation session.

BACKGROUND:
Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM:
The Culinary Management program provides training in all aspects of food preparation, cooking and presentation to international standards. Graduates are well-versed in kitchen organization and management. The program includes two six-week periods of supervised work experience with top Ontario chefs.

Successful candidates complete the in-school portion of the basic and advanced apprentice cook program with the subsequent hours of credit.

After two years of work in the industry, graduates are eligible to write the professional certification examination for the trade of journeyperson cook.

CAREER PROSPECTS:
Career opportunities in the field of professional food preparation are excellent. As changing lifestyles influence more and more people to dine out, the demand for professional chefs grows. Graduates find employment in large hotels and food operations as well as in more intimate restaurants and clubs.

JOB DESCRIPTIONS:
Chef de Partie — Reporting directly to the sous (assistant) chef, the chef de partie is responsible for the operation of a major department (partie) within a large kitchen organization including the ordering and preparation of food, quality control, cost control and the supervision of staff.

Sous Chef — Reporting directly to the executive chef, the sous chef is responsible for the day-to-day preparation of food and the supervision of staff for all departments within the kitchen, ensuring that the food prepared meets the standards set by the establishment in quality and cost. The sous chef is also fully responsible for the kitchen in the absence of the executive chef.

ADVANCED STANDING:
This program qualifies students for 2,000 hours towards provincial certification as a cook. Graduates may take the Food Service Supervisor, Culinary Arts — Italian, or Patissier programs.

SEMESTER	15 WEEKS
DIM101	Dimensions Hospitality
FTC101	Food Theory
FSQ101	Small Quantity Food
FLQ101	Large Quantity Food
BKT101	Bake Theory
BK101	Baking
MT101	Meat Theory
SAN100	Sanitation, Safety and Hygiene
MATH111	Business Mathematics
PUR104	Kitchen Management
MARK203	Marketing I
PUR102	Purchasing
SEMESTER 2	**21 WEEKS**
FTC102	Food Theory
FSQ102	Small Quantity Food
FLQ102	Large Quantity Food
BKT102	Bake Theory
BK102	Baking
NUT102	Nutrition
EDP105	Elementary Computer Concepts
FCL201	Food, Beverage and Labour Control
ENG107	Business Communication
ACC109	Accounting
ACC110	Accounting
CWE101	Work Experience
SEMESTER 3	**15 WEEKS**
FTC203	Food Theory
FLQ205	Food Preparation Garde Manger
FLQ203	Advanced International Cuisine
BK203	Baking
LAW204	Law and Insurance
MARK208	Marketing II
FFE201	Food Facilities and Blueprint
ACC207	Hospitality Accounting
SERV206	Convention & Banquet Service
TECH201	Management Techniques
SEMESTER 4	**21 WEEKS**
VIN201	Wines
FSQ203	Small Quantity Food — Advanced
BK204	Baking
PERS202	Personnel
FFE202	Food Facilities Design and Layout
MP201	Management Projects
MARK209	Marketing III
CWE202	Work Experience

(Specific courses will not necessarily be offered in the semester indicated.)

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

FOOD AND BEVERAGE MANAGEMENT

GBC Code FS1070
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma with credits in Grades 11 and 12 at or above the general level, or mature student status (see page 7). Qualified applicants are invited to attend an orientation session.

BACKGROUND:
Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM:
The food industry is the most rapidly expanding service sector of Canada's economy. In 1990, it offered more than 100,000 new jobs.

Fascinating opportunities exist in restaurants; commercial, social and industrial catering; airline food service; health care facilities; hotels; resorts and fast food operations.

Students graduate with thorough training in practical skills and management techniques, using modern facilities that include a fully-equipped bar, food preparation stations and a private, licensed dining lounge.

As well as the latest innovations in food service management, students learn banquet catering, food and beverage control, restaurant accounting, nutrition and personnel management.

The college has co-operative training programs with many of Ontario's top restaurants and catering establishments.

CAREER PROSPECTS:
Graduates can look forward to positions in restaurants, institutions and catering companies at the mid-management level. Many begin their careers as management trainees, spending approximately six months working in a variety of positions before promotion to department head, assistant manager or possibly manager of a food service operation.

JOB DESCRIPTIONS:
Management Trainee — Works in all departments of a restaurant operation from food preparation to accounting, learning all aspects of the business from the administrative point of view.

Manager — Responsible for the complete operation of a restaurant or food service facility, from supervising employees to maintaining excellent customer relations.

Food and Beverage Manager — Responsible for one of the most challenging departments within a large food service operation or hotel. The position includes responsibility for training and supervising staff, planning menus, cost control, sanitation, and an excellent food production system.

Owner — Often having started out with small fast-food or specialty restaurants, many of our graduates own and operate successful food operations.

ADVANCED STANDING:
Graduates may qualify for exemptions in the Hotel Management (FS1080), or Culinary Management (FS1060) programs, or may be eligible for the Food Service Supervisor (FS4010) program.

SEMESTER 1	15 WEEKS
DIM101	Dimensions Hospitality
FTC101	Food Theory
FSQ101	Small Quantity Food
SAN100	Sanitation, Safety and Hygiene
NUT102	Nutrition
MATH110	Business Mathematics
SERV103	Food & Beverage Service I
MARK105	Marketing I
PUR104	Kitchen Management
PUR102	Purchasing
ENG139	Language and Communications

SEMESTER 2	17 WEEKS
FTC102	Food Theory
FSQ102	Small Quantity Food
FCL201	Food, Beverage and Labour Control
ENG149	Language and Communications II
MIX103	Mixology
SERV113	Food & Beverage Service II
ACC103	Accounting
ACC104	Hospitality Accounting Procedures
EDP105	Elementary Computer Concepts
CWE102	Work Experience

SEMESTER 3	15 WEEKS
FLQ203	Advanced International Cuisine
MARK208	Marketing II
PERS202	Personnel
ACC207	Hospitality Accounting
TECH201	Management Techniques
FFE201	Food Facilities and Blueprint

SEMESTER 4	17 WEEKS
LAW204	Law, Insurance and Security
VIN201	Wines
MARK209	Marketing III
SERV206	Convention and Banquet Service
SERV207	Advanced Food and Beverage Services
FFE203	Food Facilities Design and Layout
MP201	Management Projects
CWE203	Work Experience

(Specific courses will not necessarily be offered in the semester indicated.)

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

FOOD PREPARATION/GENERAL (BASIC)

GBC Code FS5730
St. James Campus
20 Weeks

Starting: Every 20 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 and a pre-entrance orientation session.

ABOUT THE PROGRAM:
The program includes food theory classes covering all aspects of food products preparation and demonstrations by experienced qualified chefs on how to prepare food items, followed by hands-on preparation by students using small and large quantity recipes to produce dishes used by our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as sanitation, nutrition, kitchen management, and food cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens.

CAREER PROSPECTS:
Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

Students who successfully complete this program may be given direct entry into the advanced level program or enter industry with 450 credit hours granted towards their professional designation as a journeyperson cook.

ADVANCED STANDING:
This is a foundation course that can lead to all Hospitality Diploma programs. (Students must complete the Food Preparation — General and Advanced programs to receive the in-school portion of their apprenticeship.)

COURSES	20 WEEKS
BKT501	Bake Theory
BK501	Baking
ENG501	Language and Communications
FSQ501	Small Quantity Food
FLQ501	Large Quantity Food
MATH501	Mathematics
MT501	Meat Theory
NUT501	Nutrition
FTC501	Food Theory
PUR505	Kitchen Management
DIM501	Dimensions Hospitality
SAN500	Sanitation and Safety

Students will complete an externship in Toronto's leading training restaurants, hotels or catering establishments as part of their program.

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

FOOD PREPARATION/GENERAL (ADVANCED)

GBC Code FS5740
St. James Campus
20 Weeks

Starting: Every 20 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 and successful completion of Food Preparation, Basic.

ABOUT THE PROGRAM:
This program completes the requirements for the in-school portion of the journeyperson cook certificate. Graduates are urged to enter the industrial training section of the apprenticeship program, for which they have 900 hours credit.

Graduates may be considered for direct entry into the 3rd semester of the Culinary Management program, if they obtain credits in accounting and computer concepts.

CAREER PROSPECTS:
Excellent career opportunities are available in hotel restaurants, clubs and institutions as a cook. Candidates can progress to positions of a head cook, chef or kitchen manager.

ADVANCED STANDING:
Graduates of this program receive up to 450 hours towards their certification of qualification for the trade of cook. Students who successfully complete this program may enter the Food and Beverage Management (FS1070), Culinary Management (FS1060), and Culinary Arts — Italian (FS4020) programs.

COURSES	20 WEEKS
8KT502	Bake Theory
8K502	Bake Practical
FTC502	Food Theory
FSQ502	Small Quantity Food
FLQ502	Large Quantity Food
FC503	Food, Beverage Cost Control
ACCL502	Labour Cost
PUR502	Purchasing
ENG502	Language and Communications

Students will complete an externship in Toronto's leading restaurants, hotels or catering establishments as part of their program.

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

NEED SOME CAREER ADVICE
pg 3

FOOD SERVICE AND BARTENDING

GBC Code FS5760
St. James Campus
20 Weeks

Starting: Every 10 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 and a pre-entrance orientation session.

ABOUT THE PROGRAM:
This 20-week program integrates the skills of food and beverage service techniques over two 10-week blocks.

The theory and practical, hands-on skills of food service are taught in a formal dining room where students are required daily to serve five-course meals. Skills are built gradually, moving from the basic to the more complex. Bartending is taught in a modern, 22-station mixology laboratory with theory and hands-on practice combined. Sanitation and dimensions of the industry round out Module I. Module II provides introductions to marketing, restaurant accounting procedures, wine appreciation and advanced service such as flambé work and food preparation at the tableside.

CAREER PROSPECTS:
A graduate would find positions in table service in large and small restaurants or food service operations from fast-food areas to fine formal dining rooms. In addition, the skill of bartending will allow the extra flexibility to obtain a position as a bartender in bars, taverns, discos and clubs.

ADVANCED STANDING:
This is a foundation course that enables students to transfer credits towards Hotel Management (FS1080) and Food and Beverage Management (FS1070) programs.

SEMESTER	10 WEEKS
SAN576	Sanitation and First Aid
DIM576	Dimensions of Hospitality
MIX576	Mixology
SERV576	Dining Room Organization I
SERV577	Basic Dining Room Service I
MATH576	Business Mathematics
ENG576	Business Communications

SEMESTER 2	10 WEEKS
LAW576	Hospitality Law
MARK576	Marketing and Merchandising
ACC576	Hospitality Accounting Procedures
MIX586	Mixology
VIN576	Wines
SERV586	Dining Room Organization II
SERV587	Dining Room Service II
CWE576	Work Experience

Work Experience is offered during the second semester of the program. It will replace two weeks of regular classes on a rotating basis.

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

FOOD SERVICE SUPERVISOR (POST DIPLOMA)

GBC Code FS4010
St. James Campus
33 Weeks
Post-secondary

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Applicants must have successfully completed either a two-year Hospitality Management program from an Ontario community college or completed the equivalent of Basic and Advanced Apprentice Cooking program and selected management subjects. Candidates must attend an orientation and selection process.

ABOUT THE PROGRAM:
There is a critical need for certified food service supervisors in health-care facilities across Ontario and Canada. With the dramatic growth of retirement, extended care and nursing homes, as well as hospitals and health-care facilities catering to Canada's rapidly growing senior population, graduates of Hospitality Management programs are attracted to this well-paid, fulfilling and demanding occupation.

George Brown's one-year program is tailored to the Food Service and Hospitality graduates of Ontario community colleges. This post-diploma program will include courses in Applied Food Chemistry, Physiology, Therapeutic Diets, Psychology, Advanced Nutrition, Sanitation and Safety, in addition to expanded Financial Management and Human Relations courses to the existing common core hospitality programs offered at George Brown and other Ontario community colleges.

The program combines in-school instruction with supervised work placement in health-care facilities.

CAREER PROSPECTS:
Successful graduates will qualify to write the Canadian Food Service Supervisors' Association examination. Membership in the CFSSA is a prerequisite to hold a supervisory position in a provincially accredited health-care facility.

SEMESTER 1	15 WEEKS
PHY402	Basic Physiology
NUT404	Introductory Nutrition I
SAN402	Infection Control and Safety
ENG402	Communications
MENU402	Menu Planning II
FBM402	Therapeutic Diets

SEMESTER 2	15 WEEKS
FBM402	Therapeutic Diets
PSY404	Introduction to Psychology
TECH402	Supervisory Techniques
FCH404	Applied Food Chemistry
FC404	Operational Controls
ENG402	Communications

Field Placement: 4 weeks

(Specific courses will not necessarily be offered in the semester indicated.)

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

HOTEL FRONT OFFICE AND RECEPTION

GBC Code FS5480
St. James Campus
12 Weeks

Starting: At various times throughout the calendar year
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 10 and a pre-entrance orientation session.

ABOUT THE PROGRAM:
This program trains men and women as front office clerks and receptionists for hotels and motels. In a twelve-week program, students are exposed to the following subjects:

Front Office Procedures — Registration methods, room rates, specialized rates, room assignments and procedures, reservation policies, forecasting, housekeeping and reporting techniques.

Front Office Operations — Billing to the guest's ledger, cash and credit procedures, night audit and reconciliation of accounts and the city ledger; the physical operation of a variety of front office posting machines and their accounting procedures.

Hotel Law — Including contracts, liabilities and crimes, the Innkeeper's Act.

Personnel — Employee-guest relations, information exchange and public relations tactics.

CAREER PROSPECTS:
Graduates find employment as front desk clerks and receptionists for hotels, motels, resorts of all types. This program can be an entry into the hotel business and a starting point for continuing training in hotel management.

ADVANCED STANDING:
This foundation program allows students to receive credits that they may apply towards the Hotel Management (FS1080) program.

COURSES	12 WEEKS
MATH504	Business Mathematics
FOO502	Front Office Operations
FOP501	Front Desk Procedure
ENG543	Communications
LAW501	Law and Franchising
PERS502	Personnel Hospitality
EDP505	Elementary Computer Concepts
PRGM508	Software Applications for Hotel Front Office

Students will also complete an industry externship as part of the program.

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

HOTEL MANAGEMENT

GBC Code FS1080
St. James Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma with credits in Grades 11 and 12 at or above the general level, or mature student status (see page 7). Qualified applicants are invited to attend an orientation session.

BACKGROUND:
Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM:
Highly skilled management is vital to the efficient operation of modern hotels. The hotel industry is a round-the-clock business and it needs men and women who are prepared to meet the challenges it offers.

Students in Hotel/Motel Management learn practical skills in the most modern facilities available, including a fully-equipped bar, food preparation stations, a private, licensed dining lounge and a front desk classroom with individual reception desks and a computerized model of a hotel operation.

In the well-established co-operative training program, students spend time with the department heads of world-famous Canadian hotels learning, under expert supervision, what the hotel industry is all about.

CAREER PROSPECTS:
Graduates can look forward to a variety of positions within a hotel, such as front office, sales, catering, beverage control, accounting, personnel or purchasing as well as the potential for careers in the closely-related food service industry.

JOB DESCRIPTIONS:
Front Office and Reception — The front office processes reservations, registers the guests, assigns rooms, handles complaints and provides information on all hotel services.

Sales — The salesperson visits local and out-of-town business executives, offering the hotel's guest rooms, banquet halls and seminar rooms for conventions and meetings.

Purchasing — The purchasing agent obtains competitive bids on all items purchased by the hotel, selecting the proper quality for goods purchased and ensuring correct shipping and billing.

Beverage — The food and beverage manager supervises all preparation and service staff, ensuring that all dining rooms and lounges are operating efficiently and profitably while maintaining high standards of food, beverage and service.

Banquets — The banquet manager supervises the setup and service of banquets, weddings, receptions, meetings and conventions.

Accounting — The food and beverage controller compiles cost and profit statistics, prices, menus, forecasts business trends and reports to management on cost-saving measures.

SEMESTER 1	15 WEEKS
DIM101	Dimensions Hospitality
FTC101	Food Theory
FSQ101	Small Quantity Food
SAN100	Sanitation, Safety and Hygiene
MATH110	Business Mathematics
MIX103	Mixology
SERV103	Food & Beverage Service I
PUR104	Kitchen Management
HK201	Housekeeping
MARK105	Marketing I
PUR102	Purchasing
ENG139	Language and Communications

SEMESTER 2	17 WEEKS
FTC102	Food Theory
FSQ102	Small Quantity Food
NUT102	Nutrition
FCL201	Food, Beverage and Labour Control
ENG149	Language and Communications II
SERV113	Food & Beverage Service II
EDP105	Elementary Computer Concepts
ACC103	Accounting
ACC104	Hospitality Accounting Procedures
CWE102	Work Experience

SEMESTER 3	15 WEEKS
FOP201	Front Desk Procedure
MARK208	Marketing II
PERS202	Personnel
ACC207	Hospitality Accounting
TECH201	Management Techniques
FFE201	Food Facilities and Blueprint
VIN201	Wines

SEMESTER 4	17 WEEKS
LAW204	Law, Insurance and Security
FOO202	Front Office Operations
MARK209	Marketing III
SERV206	Convention & Banquet Service
FFE203	Food Facilities Design and Layout
MP201	Management Projects
CWE203	Work Experience

(Specific course will not necessarily be offered in the semester indicated.)

For more information, call the School of Hospitality at (416) 867-2225 between 9 a.m. and 4 p.m.

RETAIL MEAT CUTTING

GBC Code FS5440
Kensington Campus *
20 Weeks

Starting: At various times throughout the calendar year
Summer classes, depending on start date

PREREQUISITES:
Grade 10. High standards of personal hygiene. Pre-entrance orientation session.

ABOUT THE PROGRAM:
At George Brown College, we have the most complete meat cutting laboratories, staffed by several of the best-known meat cutters in the industry.

Working in refrigerated meat laboratories, students divide their activity between industry meat production and private customer orders which account for thousands of dollars of meat purchases annually. This permits students to have comprehensive hands-on work experience, which develops their speed, accuracy and self-confidence before moving into the industry.

The in-school portion of training offers all subjects required for the apprentice meat cutter, such as meat cutting practice, theory of meats, business procedures, business mathematics and written communications.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Professional meat cutters are employed by: independent meat stores; chain store meat departments; hotel and restaurant portion control supply houses; and catering organizations.

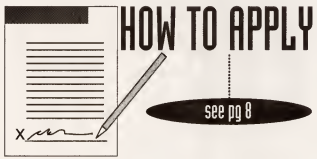
Graduates of this program, because of their skill and immediate value to an employer, usually experience little difficulty in finding an employer of their choice. Graduates may qualify to write the professional certification for retail meat cutting.

* This program may be relocating to St. James Campus.

COURSES	20 WEEKS
ENG539	Language and Communications
MT544	Business Procedure
MATH535	Business Mathematics
MC533	Practical Meat Cutting
MCT533	Trade Theory
SAN500	Sanitation and Safety

Students will also complete an industry externship as part of the program.

For more information, call the Retail Meat Cutting office at (416) 867-2399 between 9 a.m. and 3 p.m.



SCHOOL OF TECHNOLOGY AND SCIENCE

Chairpersons:
Sean Donovan,
Architectural/Engineering Technology

William Houghton,
Electrical Engineering Technology

Robert Nicholson,
Mechanical Systems Technology

Paul Stevens,
Computer Science & Engineering Technology

Toivo Teng,
Electronics Engineering Technology

Doug Todd,
Mechanical Engineering Technology

The School of Technology and Science is committed to providing the best possible learning environment for its students. The way in which we offer our quality, career-oriented education is an important part of this commitment.

On the following pages you'll see that some of our programs have their first year in common with others in the same general field. This means you don't have to make a final career choice until your second year. Similarly, you can register in a three-year program but take a break after successful completion of the first two years — when a technician diploma is awarded — and return later to complete the technology diploma.

You may opt to take a partial course load in one of your years at the college in order to work part-time or to give yourself more time for study.

You may take courses from any of the semesters listed for your program, as long as you have the prerequisites before registration. (For example, you must take Drafting 1 before taking Drafting 2.) Some of the graduation requirements may be completed by taking selected evening courses or by transfer of credits from other post-secondary institutions.

Your program chairperson will be pleased to assist you in planning your course of action. If you have any questions, please call 944-4387.

ARCHITECTURAL TECHNICIAN — DRAFTING

GBC Code AR1040
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics. English and technical math are also required.

ABOUT THE PROGRAM:
The architectural drafting technician is one of a team of technical personnel involved in the construction industry. Within the classroom environment, an office atmosphere is simulated by encouraging students to work in small groups and using actual building projects from industry as case studies. Job site visits, guest speakers, specifications, and mechanical and electrical information are arranged to give students a complete understanding of an actual commercial project.

Areas developed to give the student a broad base for a complete understanding of the building design and construction process include: architectural drafting and design, production of working drawings, estimating, surveying, electrical, mechanical and structural information. Architectural presentation includes perspective, shades and shadows, pen, ink and felt pen rendering of interiors and exteriors.

Building materials and methods provides a thorough knowledge of the correct use and applications of building materials for and within the building environment.

Engineering — the broad base of architecture — includes a study of structural and mechanical systems within the building.

CAREER PROSPECTS:
Graduates can play a significant role as design and detail draftspersons in architectural or consulting firms. Because of the broad subject core of the program, other employment opportunities are available in: government and municipal offices as field supervisors, inspectors, sales consultants, detail draftspeople, expeditors; in fabrication firms, construction and developers' offices; and in other areas of the construction building industry.

ADVANCED STANDING:
Students who successfully complete semesters 1, 2, 3, and 4 may enter semester 5 of the Architectural Technology (AR1220) program.

SEMESTER 1	16 WEEKS
ARCH110	Materials and Methods I
ARDR167	Architectural Drafting and Design I
ARDR121	Descriptive Geometry I
MATH166	Mathematics
ELEC001	Language and Communicatians I
SURV110	Surveying

SEMESTER 2	18 WEEKS
ARCH120	Materials and Methods II
ARDR177	Architectural Drafting & Design II
MATH176	Mathematics II
ELEC001	Language and Communicatians II
ARDR128	Architectural Rendering and Presentation I
ARDR247A	Camputer-Aided Drafting

SEMESTER 3	16 WEEKS
ARCH210	Materials and Methods III
ARDR235	Mechanical Installatians Drafting I
ARDR236	Architectural Drafting and Design III
MATH262	Mathematics III
ELEC001	Language and Communicatians III
ARDR203	Architectural Rendering and Presentatian II
ARDR247B	Camputer-Aided Drafting
SURV102	Quantity Surveying I

SEMESTER 4	18 WEEKS
ARCH220	Materials and Methods IV
ARDR245	Mechanical Installatians Drafting II
ARDR246	Architectural Drafting and Design IV
MATH272	Mathematics IV
ELEC001	Language and Cammunicatians — elective
ARDR301	Camputer-Aided Design I
ARDR248	Codes and Specificatians
PHY100	Applied Physics

For more information, call the ca-ordinator at (416) 944-4399 or the Architectural Engineering affice at (416) 944-4400.

ARCHITECTURAL TECHNOLOGY

GBC Code AR1220
Casa Loma Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics is required. A grade point average of 2.3 and credit in all courses in semesters 1 to 4 must be achieved before entering into the 3rd year.

ABOUT THE PROGRAM:
The architectural technologist takes and assumes responsibility for projects within an architectural office environment. To function in this capacity, the technologist is responsible for the activities and duties of a technician, but also cognizant of and responsible for the space requirements in design, as well as the economics of space and building science.

A thorough knowledge of specifications and specification writing, building codes, by-laws, urban planning and construction law will emphasize the legal aspect and responsibility of an architectural firm or building construction office.

Computer design and drafting will form an integral and major section of semesters 5 and 6, during which time the student will design a building project and finalize the working drawings with the aid of computers at George Brown College.

CAREER PROSPECTS:
Graduates of the three-year program, because of its wide subject base, can look towards employment in many avenues of the architectural/building construction industry.

Areas of employment possibilities: architectural and consulting engineers; building contractors and building developers; estimating and quantity take-off; building construction supervision for an architect, contractor or developer; operating and using a CADD system in the production of design and working drawings; sales and development of building products; develop technical sales literature; assist in the writing of specifications; building inspector; and municipal and government building offices.

SEMESTER 1	16 WEEKS
ARCH110	Materials and Methods I
ARDR167	Architectural Drafting and Design I
ARDR121	Descriptive Geometry I
MATH166	Mathematics
ELEC001	Language and Communicatians I
SURV110	Surveying

SEMESTER 2	18 WEEKS
ARCH120	Materials and Methods II
ARDR177	Architectural Drafting & Design II
MATH176	Mathematics II
ELEC001	Language and Communicatians II
ARDR128	Architectural Rendering and Presentation I
ARDR247A	Camputer Aided Drafting

SEMESTER 3	16 WEEKS
ARCH210	Materials and Methods III
ARDR235	Mechanical Installatians Drafting I
ARDR236	Architectural Drafting and Design III
MATH262	Mathematics III
ELEC001	Language and Communicatians III
ARDR203	Architectural Rendering and Presentation II
ARDR247 B	Camputer Aided Drafting
SURV102	Quantity Surveying I

SEMESTER 4	18 WEEKS
ARCH220	Materials and Methods IV
ARDR245	Mechanical Installatians Drafting II
ARDR246	Architectural Drafting and Design IV
MATH272	Mathematics IV
ELEC001	Language and Communicatians — elective
ARDR301	Camputer Aided Design I
ARDR248	Codes and Specificatians
PHY100	Applied Physics

SEMESTER 5	16 WEEKS
ARCH300	Building Science
MECH332	Theory of Structures
URB300	Urban Planning
SPEC300	Specificatians I
CO309	Canstructian Law I
EL369	Electrical Installatians
ARDR311	Camputer Aided Design II
ARCH301	Architectural Design I

SEMESTER 6	18 WEEKS
ARCH302	History of Building
EC300	Building Ecanamics
ARCH303	Cammunity Planning
SPEC301	Specificatians II
CO319	Canstructian Law II
MECH331	Building Engineering
ARDR312	Camputer Aided Design III
ARCH311	Architectural Design II

For more information, call the ca-ordinator at (416) 944-4399 or the Architectural Engineering affice at (416) 944-4400.

CIVIL ENGINEERING TECHNICIAN

GBC Code AR1100
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics is required.

BACKGROUND:
Credits in physics, drafting and surveying are recommended.

ABOUT THE PROGRAM:
The Civil Engineering program prepares students for a career in the design, planning or construction of civil engineering projects.

Instructors use the project approach, particularly with technical subjects, to reinforce theoretical and practical aspects of engineering. This method and control of the major construction materials helps to familiarize the student with practices used in industry.

Well-equipped laboratories are available for the testing and quality control of various construction materials and components.

Work experience will be arranged for students in this program.

CAREER PROSPECTS:
Graduates may find employment in: structural engineering; municipal, government and contracting offices; as a member of the engineering team covering design; site engineering, site surveying and supervision, quality control and estimating; or as a laboratory technician.

ADVANCED STANDING:
Students who successfully complete semesters 1 and 2 of this program may enter semester 3 of: Civil Engineering Technology, Construction Engineering Technician or Technology, or Residential Construction Technician.

SEMESTER 1	16 WEEKS
BT118	Construction Materials I
BT119	Site Surveying I
BT112A	Graphic Interpretation
BT114	Introduction to Commercial/Industrial Construction
BT127	Structural Steel I
MATH166A	Mathematics
MECH100	Mechanics
COMM120	College English (or COMM107)

SEMESTER 2	18 WEEKS
BT120	Construction Materials II
BT128	Site Surveying II
BT126	Introduction to Computers
BT123	Introduction to Residential Construction
BT129	Reinforced Concrete I
MATH176	Mathematics
MECH120	Mechanics
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
CIV230	Reinforced Concrete Design II
CIV231	Municipal Services I
CIV232	Highway Technology I
CIV233	Plane Surveying I
CAD231	Computer Aided Drafting
PHY234	Applied Physics
MATH236	Mathematics
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
CIV241	Structural Steel Design II
CIV222	Highway Technology I
CIV243	Plane Surveying II
CAD221	Municipal Services II
CIV245	Quantity Surveying and Estimating
MATH248	Mathematics
PHY244	Applied Physics
LIBS105-130	General Education Choices

For more information, call the co-ordinator at (416) 944-4397 or Architectural Engineering at (416) 944-4400.

CIVIL ENGINEERING TECHNOLOGY

GBC Code AR1160
Casa Loma Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics is required.

BACKGROUND:
Credits in physics, drafting and surveying are recommended.

ABOUT THE PROGRAM:
This program prepares students for a career in the design, planning and construction of civil engineering projects.

The curriculum is based upon a core of applied science and mathematics as well as engineering applicable to civil technology.

The broad base in civil engineering subjects is required to give students maximum opportunity for employment in a changing market and to encourage a more mature judgment in their work as engineering technologists.

Work experience will be arranged for students in this program.

CAREER PROSPECTS:
The graduate civil engineering technologist may find employment in municipal engineering, transportation engineering, structural engineering, or construction management working either in the field or in the office as designer, site supervisor, site surveyor, quality control inspector, lab technician, or estimator.

SEMESTER 1	16 WEEKS
BT118	Construction Materials I
BT119	Site Surveying I
BT112A	Graphic Interpretation
BT114	Introduction to Commercial/Industrial Construction
BT115	Structural Steel I
MATH166	Mathematics
MECH100	Mechanics
COMM120	College English (or COMM107)

SEMESTER 2	18 WEEKS
BT120	Construction Materials II
BT128	Site Surveying I
BT126	Introduction to Computers
BT123	Introduction to Residential Construction
BT129	Reinforced Concrete I
MATH176	Mathematics
MECH120	Mechanics
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
CIV230	Reinforced Concrete Design II
CIV231	Municipal Services I
CIV232	Highway Technology I
CIV233	Plane Surveying I
CAD231	Computer Aided Drafting
PHY234	Applied Physics
MATH236	Mathematics
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
CIV241	Structural Steel Design II
CIV222	Highway Technology II
CIV243	Plane Surveying I
CIV221	Municipal Services II
CIV245	Quantity Surveying and Estimating
MATH248	Mathematics
PHY244	Applied Physics
LIBS105-130	General Education Choices

SEMESTER 5	16 WEEKS
CIV350	Reinforced Concrete Design III
CIV351	Highway Technology III
CIV352	Soil Mechanics and Foundations I
CIV353	Municipal Planning
CIV354	Sanitory Technology
CO352	Construction Management I
MECH351	Mechanics of Fluids
ENG304	Technological Thesis

SEMESTER 6	18 WEEKS
CIV360	Structural Steel Design III
CIV361	Soil Mechanics and Foundations II
CIV362	Transportation Planning
CIV363	Mathematics (Calculus)
CO364	Construction Management II
CAD365	Computer-Aided drafting
MECH362	Theory of Structures
ENG304	Technological Thesis

For more information, call the co-ordinator at (416) 944-4397 or Architectural Engineering at (416) 944-4400.

CONSTRUCTION ENGINEERING TECHNICIAN

GBC Code AR1030
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics is required.

BACKGROUND:
Credits in physics, drafting and bookkeeping are recommended.

ABOUT THE PROGRAM:
The Construction Technician program prepares students to enter the construction industry in various capacities leading to positions such as estimators, expeditors, field engineers and superintendents, building inspectors, building product sales and others.

Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well-equipped laboratories are available for the testing and quality control of various construction materials and components.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technician. Positions may be found in a general or subcontractor's office or in a firm specializing in other forms of construction management such as quantity surveying, or in sales.

ADVANCED STANDING:
Students who successfully complete semesters 1 and 2 may enter semester 3 of: the Construction Engineering Technology program, the Civil Engineering Technician or Technology program, or the Residential Construction Technician program.

SEMESTER 1	16 WEEKS
BT118	Construction Materials I
BT119	Site Surveying II
BT112A	Graphic Interpretation
BT114	Introduction to Commercial/Industrial Construction
BT127	Structural Steel I
MATH166A	Mathematics
MECH100	Mechanics
COMM120	College English (or COMM107)

SEMESTER 2	18 WEEKS
BT120	Construction Materials II
BT128	Site Surveying II
BT126	Introduction to Computers
BT123	Introduction to Residential Construction
BT129	Reinforced Concrete I
MATH176	Mathematics
MECH120	Mechanics
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
CO234	Quantity Surveying I
CO233	Building Construction I
CO235	Mechanical Installations
CAD231	Computer Aided Drafting
MATH236	Mathematics
PHY234	Physics
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
CO240	Quantity Surveying II
CO231	Building Construction II
CO242	Ontario Building Code, Part 9
CO243	Electrical Installations
CO232	Contracts and Specifications
MATH248	Mathematics
PHY244	Applied Physics
LIBS105-130	General Education Choices

For more information, call the co-ordinator at (416) 944-4397 or the Architectural Engineering office at (416) 944-4400.

HOW TO APPLY

see pg 8

CONSTRUCTION ENGINEERING TECHNOLOGY

GBC Code AR1170
Casa Loma Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics is required.

BACKGROUND:
Credits in physics, drafting and bookkeeping are recommended.

ABOUT THE PROGRAM:
Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well-equipped laboratories are available for the testing and quality control of various construction materials and components.

The concentration of quality surveying courses plus the inclusion of technical and related courses will provide a base for successful career advancement.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technologist. Positions may be found in a general or subcontractor's office or in a firm specializing in other forms of construction management (such as quantity surveying) or in sales.

SEMESTER 1	16 WEEKS
BT118	Construction Materials I
BT119	Site Surveying I
BT112A	Graphic Interpretation
BT114	Introduction to Commercial/Industrial Construction
BT127	Structural Steel I
MATH166A	Mathematics
MECH100	Mechanics
COMM120	College English (or COMM107)

SEMESTER 2	18 WEEKS
BT120	Construction Materials II
BT128	Site Surveying II
BT126	Introduction to Computers
BT123	Introduction to Residential Construction
BT129	Reinforced Concrete I
MATH176	Mathematics
MECH120	Mechanics
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
CO234	Quantity Surveying I
CO233	Building Construction I
CO235	Mechanical Installations
CAD231	Computer-Aided Drafting
MATH236	Mathematics
PHY234	Physics
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
CO240	Quantity Surveying II
CO231	Building Construction II
CO242	Ontario Building Code, Part 9
CO243	Electrical Installations
CO232	Contracts and Specifications
MATH248	Mathematics
PHY244	Applied Physics
LIBS105-130	General Education Choices

SEMESTER 5	16 WEEKS
CO350	Quantity Surveying and Estimating I
CO351	Construction Methods I
CO352	Construction Management I
CO353	Construction Law I
CO354	Ontario Building Code, Part 9
SBM101	Small Business Management
MATH357	Applied Statistics
ENG304	Technological Thesis

SEMESTER 6	18 WEEKS
CO360	Quantity Surveying and Estimating II
CO361	Construction Methods II
CO364	Construction Management II
CO363	Construction Law II
CO362	Ontario Building Code, Part 3
CO365	Building Economics
ENV360	Environmental Sciences
ENG304	Technological Thesis

For more information, call the co-ordinator at (416) 944-4394 or Architectural Engineering Technology at (416) 944-4400.

RESIDENTIAL CONSTRUCTION TECHNICIAN

GBC Code AR1210
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

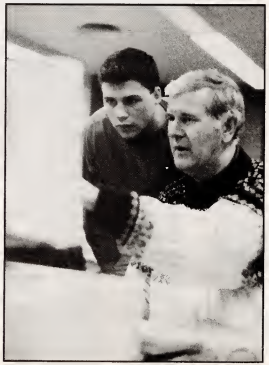
PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 technical mathematics is required.

ABOUT THE PROGRAM:
Residential construction is a field that significantly differs from general construction. In close consultation with the Toronto Home Builders' Association, George Brown College has developed a program that is weighted heavily in the technical area with a considerable portion of school time spent in the areas of business organization and management.

This program is unique in Ontario.

CAREER PROSPECTS:
Graduates can expect to be hired as assistant job site superintendents, site clerks or assistant inspectors on the construction site with a contractor or builder, or as assistants in the office in designing, drawing, project planning, costing or expediting.

ADVANCED STANDING:
Students who successfully complete semesters 1 and 2 may enter semester 3 of this program or semester 3 of the Construction Engineering Technician or Technology program, or the Civil Engineering Technician or Technology program.



SEMESTER 1	16 WEEKS
BT118	Construction Materials I
BT119	Site Surveying I
BT112A	Graphic Interpretation
BT114	Introduction to Commercial/Industrial Construction
BT127	Structural Steel I
MATH166A	Mathematics
MECH100	Mechanics
COMM120	College English (or COMM107)

SEMESTER 2	18 WEEKS
BT120	Construction Materials II
BT128	Site Surveying II
BT126	Introduction to Computers
BT123	Introduction to Residential Construction
BT129	Reinforced Concrete I
MATH176	Mathematics
MECH120	Mechanics
COMM122-130	Communications Choices

SEMESTER 3	16 WEEKS
RCM231	Building Construction and Drafting I
RCM232	Building Construction and Codes I
RCM233	Project Management and Scheduling I
SBM166	Small Business Management I
RCM235	Contracts and Specifications
RCM236	Quantity Surveying and Estimating
RCM237	Computer Applications (financial management)
CAD231	Computer Aided Drafting
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
RCM241	Building Construction and Drafting II
RCM242	Electrical Services
RCM243	Mechanical Services — plumbing
RCM244	Mechanical Services — heating
RCM245	Project Management and Scheduling II
RCM246	Applied Mechanics — Timber Design
RCM247	Computer Applications (business plan)
RCM248	Quantity Surveying and Estimating
SBM176	Small Business Management II
LIBS105-130	General Education Choices

For more information, call the co-ordinator at (416) 944-4397 or Architectural Engineering office at (416) 944-4400.

PIANO TECHNICIAN

GBC Code AR1140
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September 1992 (then alternate years)
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). A basic knowledge of music theory. Candidates will be required to successfully complete hearing and manual dexterity tests.

ABOUT THE PROGRAM:
Piano technicians are skilled in the repair, rebuilding and maintenance of pianos. Most often self-employed, working in or from a small workshop, they can renovate, rebuild, repair, voice and tune pianos of any piano maker.

The program and practice of the craft is suitable for both men and women who typically start their private practice tuning pianos, advising clients on work required for the preservation and repair of their instruments, and gradually building up a full practice.

This program is unique in Canada.

CAREER PROSPECTS:
Past graduates have found employment servicing instruments for performing musicians and private owners of instruments, and in such institutions as school boards, universities, schools of music and concert halls.

SEMESTER 1	16 WEEKS
PIAN100	Tuning
PIAN101	Action Regulations
MATH168	Mathematics & Applied Mathematics for Music
WOOD100	Woodworking
COMM120	College English

SEMESTER 2	18 WEEKS
PIAN100	Tuning
PIAN101	Action Regulations
PIAN102	Stringed — Wrestplank — Soundboard — Bridges
MATH168	Mathematics & Applied Mathematics for Music
WOOD100	Woodworking
COMM125-130	Communications Choices

SEMESTER 3	16 WEEKS
PIAN200	Tuning
PIAN201	Action Regulations — Repair
PIAN202	Stringed — Wrestplank — Soundboard — Bridges
PIAN208	Woodworking
SBM100	Small Business Management
PHY133	Applied Mechanics and Physics of the Piano
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
PIAN200	Tuning
PIAN201	Action Regulations — Repair
PIAN202	Stringed — Wrestplank — Soundboard — Bridges
PIAN208	Woodworking
SBM200	Small Business Management
PHY133	Applied Mechanics and Physics of the Piano
LIBS105-130	General Education Choices

For more information, call the co-ordinator at (416) 944-4389 or the Architectural Engineering office at (416) 944-4400.

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CAMPUS MAPS
see inside back cover

CARPENTER — GENERAL

GBC Code AR5510
Casa Loma Campus
38 Weeks

Starting: September, January
Certification: Certificate
Summer classes with January intake

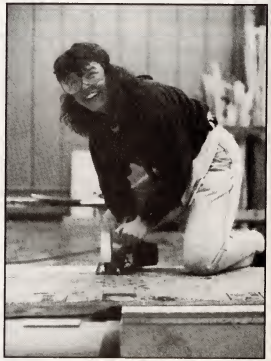
PREREQUISITES:
Ontario Secondary School credits in mathematics and English in Grades 9 and 10 at or above the general level, and/or an admission test. Technical math at the Grade 10 level is recommended.

ABOUT THE PROGRAM:
George Brown has one of the most well-established carpentry apprenticeship training programs in the province. Students learn carpentry skills in two large, fully-equipped modern shops. The program covers hand and power tools, general woodworking, acoustics, and welding. Students may go to work in carpentry or a related woodworking industry after graduation, or they may choose to apply their credits towards their general carpenter's apprenticeship, granted by the Ministry of Colleges and Universities. If the student wishes to continue into the apprenticeship program, credits within the apprenticeship regulations are given for the in-college training. To complete their apprenticeship, graduates must do the minimum number of hours required by the Ministry of Skills Development.

CAREER PROSPECTS:
The construction industry will continue to require tradespeople for on-site construction and shop fabrication. Graduates may be employed in residential construction, general contracting, renovations, and the rehabilitation of existing buildings. Opportunities also exist in many other related woodworking areas.

COURSES	38 WEEKS
CAR500	History, Regulations, Health & Safety
CAR501	Materials & Supplies
CAR502	Plans, Specifications & Codes
CAR503	Estimating Calculation & Layout
CAR504	Tools & Equipment
CAR520	Residential Construction
WELD522	Metal Cutting & Welding
CAR535	Commercial Construction
WELD536	Metal Cutting & Welding-Arc
CAR519	Estimating Calculation & Layout II
CAR534	Estimating Calculation & Layout III
CAR518	Plans, Specifications & Codes II
CAR533	Plans, Specification & Codes III

For more information, call the co-ordinator at (416) 944-4393 or the Architectural Engineering Department at (416) 944-4400, between 8 a.m. and 4 p.m.



AIR CONDITIONING/REFRIGERATION
ENGINEERING TECHNICIAN

GBC Code AR1010
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics.

ABOUT THE PROGRAM:
During the last decade, air conditioning has developed into one of Canada's fastest growing industries. By pioneering specialized systems that heat, cool, humidify, circulate, filter and purify, it has contributed to achievements ranging from space travel to solar heating.

The student will gain a broad and intensive knowledge of the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings. The program focuses closely on practices used in industry. Well-equipped laboratories reinforce the practical aspects of the subject matter. Graduates qualify for membership in the Ontario Association of Certified Engineering Technicians and Technologist (OACETT).

CAREER PROSPECTS:
System Design — The technician works with a professional engineer in calculating heat loads; in sizing piping, ducting and other equipment; in planning site layouts and preparing drawings.

Sales Promotion — The technician prepares estimates and drawings so that competitive quotations may be given and provides technical support to sales staff in answering engineering queries.

System Balancing — The technician plans and recommends, or carries out, adjustment to air distribution, air quantities and velocities in order to maintain air supplies at recommended design conditions.

Estimating — The technician investigates new construction contracts to determine how an employer's product may best be used. Material and cost lists are prepared which demand a specialized heating, ventilating, and air conditioning (HVAC) knowledge.

ADVANCED STANDING:
Students who successfully complete this program may enter into the third year of the Air Conditioning/Refrigeration Engineering Technology program at George Brown. They may also qualify for some exemptions in engineering programs at Queen's University, Lakehead University and the University of Western Ontario.

SEMESTER 1	16 WEEKS
AIR111	Refrigeration Theory
AIR112	Heat Load Calculation
AIR113	Electrical Fundamentals
ARDR125	Drafting
AIR114	Laboratory Applications
MATH106	Mathematics

SEMESTER 2	18 WEEKS
HT105	Fuels Technology
AIR115	HVAC System Design
AIR116	Electrical Circuit Analysis
ARDR126	Drafting
PHY116	Applied Physics
COMM120	College English

SEMESTER 3	16 WEEKS
HT205	Fuels Technology
AIR205	HVAC System Design
AIR206	System Contral
ARDR225	Drafting
PRGM230	Applied Computer Programming
MATH206	Mathematics
COMM131-140	Communicatians Chaices

SEMESTER 4	18 WEEKS
AIR207	Refrigeration Theary
AIR208	HVAC System Design
AIR209	System Contral
ARDR226	Drafting
AIR210	Laboratory Applications
AIR211	Estimating
PHY208	Applied Physics
LIBS105-130	General Educatian Chaices

For more information, call the co-ordinator at (416) 944-4366 or Mechanical Systems Technology at (416) 944-4360.

AIR CONDITIONING/REFRIGERATION
ENGINEERING TECHNOLOGY

GBC Code AR1200
Casa Loma Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics.

ABOUT THE PROGRAM:
High technology is having an impact on the heating, ventilating and air conditioning (HVAC) field. New opportunities are now arising in organizations for people with training beyond the two-year technician level. This program is intended to supplement the knowledge gained as technician and to expand on those specialized areas for which industry is demanding higher levels of expertise, notably, at a junior engineer or technologist level. The program monitors industry practices for evaluating HVAC systems and design. Graduates qualify for membership in the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).

CAREER PROSPECTS:
In addition to those offered at technician level:

System Design — Under the direction of an engineer the technologist will use the latest techniques in computer aided design programs for heating, ventilating and air conditioning (HVAC) systems, in estimating, sizing and equipment selection practices.

System Commissioning — The technologist checks all aspects of a complete HVAC system on start-up and carries out any control settings and balancing adjustments necessary to maintain correct distribution of conditioned air.

Project Coordinator — The technologist is the liaison between the engineering design team and site mechanics to ensure installation of equipment proceeds according to design requirements.

Building Management (Mechanical) — The technologist may direct other staff to ensure that all mechanical systems function in good order in a group of buildings — such as a high-rise apartment complex.

Testing and Research — The technologist is employed by organizations such as the Canadian Standards Association or the Canadian Gas Association, testing equipment, and recommending improvements, before marketing permission is given.

Automatic Controls — The technologist is a team member in a controls manufacturing company, and is responsible for design, quality control and marketing of HVAC control systems which often emphasize digital and microprocessor systems.

ADVANCED STANDING:
Students who successfully complete this program may qualify for some exemptions in engineering programs at Queen's University, Lakehead University, and the University of Western Ontario.

SEMESTER 1	16 WEEKS
AIR111	Refrigeration Theory
AIR112	Heat Load Calculation
AIR113	Electricol Fundamentals
ARDR125	Drafting
AIR114	Laboratory Applications
MATH106	Mathematics

SEMESTER 2	18 WEEKS
HT105	Fuels Technology
AIR115	HVAC System Design
AIR116	Electrical Circuit Analysis
ARDR126	Drafting
PHY116	Applied Physics
COMM120	College English

SEMESTER 3	16 WEEKS
HT205	Fuels Technology
AIR205	HVAC System Design
AIR206	System Control
ARDR225	Drafting
PRGM230	Applied Computer Programming
MATH206	Mathematics
COMM131-140	Communicotions Choices

SEMESTER 4	18 WEEKS
AIR207	Refrigeration Theory
AIR208	HVAC System Design
AIR209	System Control
ARDR226	Drafting
AIR210	Laboratory Applicotions
AIR211	Estimating
PHY208	Applied Physics
LIBS105-130	General Education Choices

SEMESTER 5	16 WEEKS
AIR314	Refrigeration Theory & Lab
AIR301	HVAC System Design
AIR315	Energy Management
AIR306	Computer Applicotions
MATH301	Mathematics
ENG304	Technological Thesis

SEMESTER 6	18 WEEKS
AIR308	HVAC System Design
AIR317	Energy Management
AIR318	HVAC Fire Protection Systems
AIR313	Computer Applicotions
MATH312	Mathematics
AIR316	Contract Administration
ENG304	Technological Thesis

For more information, coll the co-ordinator at (416) 944-4366 or Mechanical Systems Technology at (416) 944-4360.

REFRIGERATION AND AIR CONDITIONING

GBC Code AR5470
Casa Loma Campus
36 Weeks

Starting: Continuous intake, every 12 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 with credits at the general level and/or an admissions test.

ABOUT THE PROGRAM:
This program prepares people to enter an apprenticeship program leading to certification (compulsory in Ontario) as a journeyperson refrigeration and air conditioning Mechanic. This program has a solid reputation in industry and college staff regularly consult industry representatives about the program. George Brown offers the largest hands-on training area of any college for this program. This is an excellent opportunity for people to enter a challenging trade that pays well. The Ministry of Skills Development will grant to graduate students appropriate time off the apprenticeship period. The graduates are excused some of the in-school training of the apprenticeship program. The courses are presented in blocks of six weeks.

CAREER PROSPECTS:
Installer — The apprentice/graduate carries out installation duties assigned by a supervisor or a mechanic. These include running refrigerant and water lines, and siting and connecting up major items of equipment such as evaporators, condensing units and cooling towers. Inter-unit electrical wiring, siting controls and running control line circuitry are tasks that may also be allotted.

Serviceperson — The apprentice/graduate may undertake service work under the supervision of a mechanic. Troubleshooting and repairs to a wide range of heating, ventilating, and air conditioning (HVAC) equipment will be carried out, involving both mechanical and electrical problems.

Salesperson — The graduate may work for an HVAC parts and equipment supplier. Duties include estimating and costing, advising customers on parts selection and consulting with manufacturers on a client's behalf. This position often leads to the offer of employment in the installation, maintenance, or service fields.

Maintenance Mechanic — The graduate may assist in the installation, service, and maintenance of the plant and equipment of employers such as a brewery, large factory, or educational institution HVAC equipment.

ADVANCED STANDING:
Students can get exemptions from basic apprenticeship training with their employer's approval.

COURSES	36 WEEKS
REF534	Electricity
MATH560	Mathematics
REF535	Refrigeration
MATH561	Mathematics
ARDR514	Drafting Blueprint Reading
REF536	Refrigeration
SBM534	Small Business Management
ARDR515	Drafting Blueprint Reading
REF537	Refrigeration
SBM535	Small Business Management
WELD515	Oxy-Acetylene Welding/Brazing/Cutting
SBM536	Small Business Management
REF538	Refrigeration — Air Conditioning
SBM537	Small Business Management
REF539	Refrigeration — Air Conditioning

For more information, coll the co-ordinator at (416) 944-4363 or Mechanical Systems Technology at (416) 944-4360.

HEATING TECHNICIAN

GBC Code AR5420
Casa Loma Campus
52 Weeks (continuous)

Starting: September, January
Certification: Certificate
Summer classes

PREREQUISITE:
Admission test.

ABOUT THE PROGRAM:
This program offers hands-on training in a very well-equipped shop. In the heating field, there is a considerable demand for technical personnel who are knowledgeable in oil, gas and electric heating and cooling systems.

Rising fuel prices and the need to conserve energy have created a growing concern in the consuming public as to the efficient operation of their heating systems. This concern has created a demand for skilled technicians knowledgeable in the servicing, installation, and design of the various types of residential and commercial heating and cooling systems.

The Heating Technician program covers the application of all of the basic fuels (i.e. oil, gas, and propane) as well as electric heating and cooling systems. Heating system layout and design are covered in such areas as load calculations, system design and system balancing. New advances in residential and commercial heating technology such as heat pumps, high efficiency furnaces, and programmable environmental control, have also been integrated into the program.

Both the theory and practice of the above have equal weight, giving the student a well-rounded knowledge in the design, servicing, and installation of heating systems.

CAREER PROSPECTS:
Since the heating technician program covers many facets of heating and heating systems, graduates will find diverse employment opportunities. Many are employed by gas companies, oil companies, and their prime contractors and dealers in sales, servicing and installation of heating systems. A large number of graduates find employment with independent heating and cooling companies in design and layout, as well as servicing and installation of heating and cooling systems. Large private and public corporations such as municipalities, school boards and property management companies also employ graduates in the maintenance of their heating systems. Graduates must write a provincial exam.

COURSES	52 WEEKS (September to September)
HT502	Basic Electricity
HT501	Oil Burners
HT510	Heating (Residential Heat Load)
MATH538	Mathematics
ENG586	Language and Communication
HT573	Heating (Commercial Oil and Gas)
HT574	Heating (Commercial Systems)
MATH539	Mathematics
HT521	Central Air Conditioning and Heat Pumps
HT534	Propane
HT572	Residential HVAC System Design
HT540	Gas Burners (Fitter II)
PHY531	Physics
ENG587	Language and Communication
ENG588	Language and Communication

For mare information, call the co-ordinator at (416) 944-4368 ar Mechanical Systems Technology at (416) 944-4360.

NOT SURE YOU QUALIFY?
pg.6

APPLIANCE SERVICING

GBC Code AR5450
Casa Loma Campus
36 Weeks

Starting: Continuous intake, every 18 weeks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 and/or admission test.

ABOUT THE PROGRAM:
This program gives a thorough knowledge of the theory and practice required for the maintenance and repair of home appliances. The student should have a high mechanical aptitude. Graduates are prepared for occupations in servicing and as factory representatives, field representatives, appliance salespeople, appliance inspectors, and production supervisors. Courses in laundry equipment, refrigeration and electrical appliances are presented in blocks of six weeks.

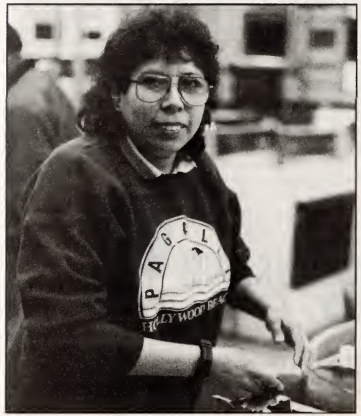
This program is unique in Metro Toronto.

CAREER PROSPECTS:
Servicing: The graduate will diagnose service problems and repair: clothes washers, clothes dryers, dishwashers, ranges, microwave ovens, refrigerators, freezers, and window air conditioners. This may be done in the customer's home or other location.

Sales: The salesperson will market and give technical advice to potential customers in department or appliance stores.

COURSES	36 WEEKS
APL535	Electrical
MATH560	Mathematics
APL536	Conventional and Microwave Ranges
MATH561	Mathematics
APL537	Basic Refrigeration and Refrigerators
SBM534	Small Business Management
APL538	Freezers and Room Air Conditioners
SBM535	Small Business Management
APL539	Dishwashers and Clothes Dryers
SBM536	Small Business Management
APL540	Clothes Washers and Compactors
SBM537	Small Business Management

For mare information, call the co-ordinator at (416) 944-4367 ar Mechanical Systems Technology at (416) 944-4360.



GAS FITTER

GBC Code AR5430
Casa Loma Campus
26 Weeks

Starting: September
Certification: Certificate
No summer classes

PREREQUISITE:
Admission test.

ABOUT THE PROGRAM:
This program is offered in a large, fully-equipped shop that allows students plenty of hands-on practice. The complexity and variety of natural gas equipment in operation today has created a need for well-trained gas burner servicers who are knowledgeable in domestic gas ranges, dryers, and the large commercial package gas-fired boilers.

The gas burner servicing program has been developed by the College in response to a need in the gas industry. The program gives instruction in the installation and servicing of domestic gas burners, gas appliances, and commercial and industrial gas burners. The program has been designed to create a blend between theory and practice by giving equal weight to classroom instruction and practice in the gas shop.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
In order to work in this field, students must successfully complete a provincial exam of the Fuels Safety Branch of the Ontario Ministry of Skills Development. Graduates of the gas fitter program will find wide and diverse employment opportunities in the gas servicing industry. Many are employed by gas companies and their prime contractors, as well as independent heating companies.

Graduates who seek self-employment may elect to open their own businesses. Many graduates from the gas fitter program are working today as sub-contractors offering their services to major heating companies in the industry.

COURSES	26 WEEKS
HT569	Electricity
HT570	Residential Gas Burners
MATH533	Mathematics
HT571	Residential Heating Equipment
HT514	Commercial and Industrial Gas Burners
ENG541	Industrial Communications
ENG542	Industrial Communications

For more information, call the co-ordinator at (416) 944-4368 or Mechanical Systems Technology at (416) 944-4360.

NEED SOME CAREER ADVICE
pg 3

STATIONARY POWER PLANT ENGINEERING

GBC Code AR1180
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics.

ABOUT THE PROGRAM:
A complete shop area used exclusively for teaching purposes enables students to prepare for a career as a 4th or 3rd class stationary power plant engineer. Students learn about the operation and management of power equipment used to serve industry, and about computerized systems involved with the programmable monitoring process. They also learn to troubleshoot, using simulated power plant conditions, in a shop area designed specifically to meet industry needs in southern Ontario. Two months of on-the-job training in the fourth semester give students further work experience and qualifying time for certification. While the full program prepares them for a 3rd class level, it also includes content related to 2nd class level that enhances career prospects for graduates. Provincial legislation on standards and certification is incorporated into the program. Students who successfully complete the first year (semesters one and two) and six Ministry of Colleges and Universities modular block exams may apply for provincial certification as a 4th class stationary power plant engineer. They may also go on to second year (semesters three and four), complete their work experience, and write another six MCU exams in order to apply for certification as a 3rd class stationary power plant engineer.

This program is unique in Ontario.

CAREER PROSPECTS:
Graduates with 3rd class certification are in a good position to obtain employment. Because of this program's training, graduates are in an advantageous position to move to the 2nd class level by continuing with either extension class or correspondence studies. Positions of higher responsibility are attainable in this occupation with 2nd or 1st class certificate of qualification.

SEMESTER 1	16 WEEKS
STAT112	Power Plant Operation — Phase I
STAT113	Power Plant Maintenance — Phase I
STAT105	Power Plant Instrumentation and Control I
STAT109	Power Plant Chemistry I
STAT106	Power Plant Boilers and Auxiliaries
STAT102	Power Plant Applied Science I
STAT114	Integrated Computer Control Systems I

SEMESTER 2	18 WEEKS
STAT122	Power Plant Operation — Phase II
STAT123	Power Plant Maintenance — Phase II
STAT110	Power Plant Chemistry II
STAT107	Power Plant Lubrication and Internal Combustion Engines
STAT129	Power Plant Electricity
STAT104	Power Plant Heating, Refrigeration and Air Conditioning
STAT124	Integrated Computer Control Systems II

SEMESTER 3	16 WEEKS
STAT210	Power Plant Design and Operation Phase I
STAT211	Power Plant Maintenance Phase III
STAT202	Power Plant Applied Science II
STAT204	Power Plant Heating, Refrigeration and Air Conditioning
STAT219	Power Plant Electricity
STAT207	Power Plant Instrumentation and Control II
STAT214	Integrated Computer Control Systems III

SEMESTER 4	18 WEEKS
STAT220	Power Plant Design and Operation — Phase II
STAT201	Power Plant Supervision and Management
STAT205	Power Plant Boilers and Auxiliaries
STAT206	Power Plant Prime Movers
STAT221	Power Plant Electricity
STAT222	Power Plant Communications
STAT208	Power Plant In-plant Training
STAT224	Integrated Computer Control Systems IV

For more information, call the co-ordinator at (416) 944-4364 or Mechanical Systems Technology at (416) 944-4360.

STATIONARY ENGINEERING — 4TH CLASS

GBC Code AR5480
Casa Loma Campus
40 Weeks

Starting: September
Certification: Certificate
No summer classes

PREREQUISITE:
Admission test. General or technical math and English at a Grade 10 level are required.

ABOUT THE PROGRAM:
This program provides instruction in all modules required for accreditation toward the 4th class level of stationary engineering. In addition, practical training in boiler operation, together with ancillary equipment, is provided in a modern, well-equipped registered power plant used exclusively for training purposes. Students will receive some training in the programmable monitoring process involving computerized systems. In addition, troubleshooting, using simulated power plant conditions, will be possible with computerized equipment.

Successful completion of the program entitles the student to the 4th Class Certificate of Qualification issued by the certifying ministry; however, this is contingent upon full attendance and modular accreditation. Although the terminal objective is 4th class certification, graduates are in an advantageous position to continue with studies at the 3rd class level.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
Possession of a Stationary Engineer Certificate of Qualification 4th Class permits the graduate to seek employment as a certified stationary engineer in any registered power plant irrespective of its size. While the 4th class certificate is the lowest of the four levels of qualification, opportunities exist for progression through the higher levels by combining employment and accreditation obtained by passing modular examinations. Fourth class level engineers are also employed in a maintenance capacity in plants not necessarily required (by law) to have engineers in attendance.

ADVANCED STANDING:
Students who complete this program, and are certified with a 4th class stationary engineering license by the Ontario Ministry of Consumer and Commercial Relations, are eligible to enter the second year of the Stationary Power Plant Engineering program (AR1180).

COURSES	40 WEEKS
STAT549	Power Plant Laboratory
STAT550	Power Plant Mechanical Maintenance
STAT555	Power Plant Chemistry I
STAT556	Power Plant Boilers and Auxiliaries I
STAT557	Power Plant Heat, Refrigeration, Air Conditioning I
STAT558	Power Plant Instrumentation & Control I
STAT559	Power Plant Lubrication — Internal Combustion Engines
ELT514	Power Plant Electricity
SC552	Power Plant Applied Science
STAT560	Power Plant Chemistry II
STAT561	Power Plant Integrated Computer Control Systems

For more information, call the co-ordinator at (416) 944-4364 or Mechanical Systems Technology at (416) 944-4360.

MECHANICAL ENGINEERING

Mechanical Engineering Technician/Technology offers five career options for students:

- Mechanical Engineering Technician — Product Design (2 years)
- Mechanical Engineering Technician — Tool & Die Maker (2 years)
- Mechanical Engineering Technician — Tool Design (2 years)
- Mechanical Engineering Technician — Drafting Design (CAD/CAM) (64 weeks)
- Mechanical Engineering Technology — Design option (for Third-year students)

After a common first year, students choose one of three options in second year. (These options are offered subject to sufficient enrollment.) Then, students can either graduate as a technician or go on to third year. The following pages provide details on each of the options. Students who successfully complete any of these programs may also wish to pursue an apprenticeship.

FIRST YEAR
Common first year provides foundation for all Mechanical Engineering Technician/Technology options.

SECOND YEAR
Mechanical Engineering Technician
Choose one of the following options:

- Drafting Design (CAD/CAM)
- Product Design
- Tool & Die Maker
- Tool Design

THIRD YEAR
Mechanical Engineering Technologist

- Design option

MECHANICAL ENGINEERING TECHNOLOGIST — DESIGN OPTION

GBC Code EN120
Casa Loma Campus
36 Weeks (2 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Graduation from a recognized Mechanical Engineering Technician program or its equivalent.

ABOUT THE PROGRAM:
This program's emphasis on automated design will enable the student to further develop the new skills he or she has obtained in a mechanical engineering technician program. To survive in a computer-oriented product design environment, employees need a solid grounding in this hi-tech field. George Brown's program allows students to hone these skills and provides industry with a knowledgeable and skilled employment pool. Centered around a well-equipped Computer-Aided Engineering Centre, the program exposes students to all aspects of computers as production and design tools in manufacturing. Graduates may expect to be integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS:
The program is a high technology level of training that emphasizes the skills required to become proficient in the fields of computer aided engineering. Graduates of the program can look forward to a career in the leading edge of engineering design, entering such areas as product design, consulting engineering design offices, part programming departments and industrial engineering offices.

SEMESTER 1, 2, 3 AND 4
Courses in these semesters must be taken through one of four programs:

- Mechanical Engineering Technician — Tool Design (EN117)

OR

- Mechanical Engineering Technician — Product Design (EN118)

OR

- Mechanical Engineering Technician — Tool and Die Maker (EN1040)

OR

- Mechanical/Engineering Technician — Drafting Design (CAD/CAM) (EN2010)

DESIGN OPTION

SEMESTER 5	18 WEEKS
ENDR347	Theory of Machines I
MATH358	Mathematics V
SC311	Engineering Science IV
MECH III	Mechanics of Fluids
ENDR348	Computer Aided Design III
ENDR341	Machine Design I

SEMESTER 6	18 WEEKS
ENDR357	Theory of Machines II
MATH368	Mathematics VI
SC321	Engineering Science V
PHY301	Thermodynamics
ENDR358	Computer Aided Design IV
ENDR351	Machine Design II

For more information, call Paul Stevens at (416) 944-4376 or Lorella Lee at (416) 944-4525 between 8 a.m. and 4 p.m.

MECHANICAL ENGINEERING TECHNICIAN — DRAFTING DESIGN (CAD/CAM)

GBC Code EN2010
Casa Loma Campus
64 Weeks (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
Summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Credits in mathematics and English.

BACKGROUND:
A good background in mathematics and science will assist students in successfully completing the program. Courses in drafting and machine shop are recommended.

ABOUT THE PROGRAM:
Computer-aided design (CAD) and computer-aided manufacturing (CAM) are the kinds of skills that will continue to be needed as the hi-tech sector grows. The modernization and streamlining of engineering and production methods have meant that employees need new or upgraded skills to thrive in a computer-oriented manufacturing environment.

George Brown's good lab facilities and well-established program with an emphasis on CAD/CAM will equip the student with new skills and provide industry with an employment pool. Graduates of this program are integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS:
The program is a high technology level of training that emphasizes the skills required to become proficient in the fields of computer-aided design and manufacturing. Graduates of this program can look forward to a career in the leading edge of manufacturing, entering such fields as numerical control programming, process planning, tool design, machine design, and CAD/CAM application support.

SEMESTER 1	18 WEEKS
ENDR103	Computer Manufacturing Processes
ENDR104	Technical Drawing I
MACH104	Machining Fundamentals
QC100	Quality Assurance
MATH166	Applied Mathematics I
COMM120	College English (or COMM107)

SEMESTER 2	18 WEEKS
ENDR116	Computer-Aided Manufacturing I
MECH117	Mechanical Drafting I
ENDR117	Manufacturing Fundamentals
ENDR112	Materials Technology
SC101	Engineering Science I
MATH176	Applied Mathematics II
COMM122-130	Communications Choices

SEMESTER 3	(SUMMER)14 WEEKS
MACH206	Computer-Aided Manufacturing
MACH205	Computer-Aided Design/Drafting
PRGM240	Computer Programming/Systems
ENDR243	Tool Design Concepts
MATH233	Applied Mathematics III
COMM131-140	Communications Choices

SEMESTER 4	14 WEEKS
MACH205	Computer-Aided Design/Drafting
MACH206	Computer-Aided Manufacturing
MATH234	Applied Mathematics IV
ENDR243	Tool Design Concepts
PRGM240	Computer Programming/Systems
LIBS105-130	General Education Choices

For more information call Paul Stevens at (416) 944-4376 or Lorella Lee at (416) 944-4525 between 8 a.m. and 4 p.m.

MECHANICAL ENGINEERING TECHNICIAN — PRODUCT DESIGN

GBC Code EN118
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September, January
Certification: Diploma
Summer classes with January intake

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Credits in mathematics and English.

BACKGROUND:
A good background in science is recommended.

ABOUT THE PROGRAM:
The advent of computers has led to changes and modernization in product design and production methods in industry. George Brown's good shop facilities and well-established program give students the chance to develop skills in this hi-tech area and to meet the demand for up-to-date skills in a computer-oriented product design environment.

To meet this need the college has developed this high-technology program. With emphasis on product design and computer-aided engineering, it is designed to meet the new challenge and provide industry with skilled product design personnel. Centered around a well-equipped computer aided engineering area, the program exposes students to all aspects of product design in engineering. Graduates of this program may be integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS:
The program is a high-technology level of training that emphasizes the skills required to become proficient in the fields of computer-aided design and drafting. Graduates can look forward to a career in the leading edge of engineering design; entering such areas as product design, consulting engineering design offices and general drawing offices.

ADVANCED STANDING:
Students who successfully complete this program may enter the Mechanical Engineering Technologist-Design Option (EN120) program.

SEMESTER 1	18 WEEKS
ENDR103	Computer Manufacturing Processes
ENDR104	Technical Drawing I
MACH104	Machining Fundamentals
QC100	Quality Assurance
MATH166	Applied Mathematics I
COMM120	College English

SEMESTER 2	18 WEEKS
ENDR116	Computer-Aided Manufacturing I
MECH117	Mechanical Drafting I
ENDR117	Manufacturing Fundamentals
ENDR112	Materials Technology
SC101	Engineering Science I
MATH176	Applied Mathematics II
COMM125-130	Communications Choices

SEMESTER 3	18 WEEKS
ENDR247	Product Design I
CAD203	Computer-Aided Design I
MATH222	Applied Mathematics III
SC201	Engineering Science II
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
ENDR248	Product Design II
CAD213	Computer-Aided Design II
MATH230	Applied Mathematics IV
SC223	Engineering Science III
LIBS105-130	General Education Choices

For more information call Doug Todd at (416)944-4348 or Paul Stevens at (416)944-4376 between 8 a.m. and 4 p.m.

MECHANICAL ENGINEERING TECHNICIAN — TOOL AND DIE MAKER

GBC Code EN1040
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September, January
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

BACKGROUND:
A good background in mathematics is recommended. Drafting and machine shop are also recommended.

ABOUT THE PROGRAM:
Rapid changes in technology have caused a revolution in tool-and-die-making methods. Ceramic tooling has completely changed traditional metal-cutting methods and machinery. Electrical Discharge Machining (EDM) allows toolmakers to build tools, dies and moulds that could never before be imagined. Numerical control has brought the computer onto the shop floor.

To the student or journeyperson, a new challenge is presented — demanding imagination, patience, mechanical ability, deductive reasoning and, of course, skill as a craftsperson. The Toolmaking technician program offers these challenges in well-equipped shops and laboratories.

CAREER PROSPECTS:
Graduates of the two-year Toolmaking Technician program can look forward to a career in the modern production process which includes machining, tool and die making, mouldmaking, quality control, process planning, estimating, designing, teaching and technical sales. Students who successfully complete this program may wish to pursue an apprenticeship in machinist, tool and die mouldmaker.

ADVANCED STANDING:
Students who successfully complete this program may enter the Mechanical Engineering Technologist — Design Option (EN120) program.

SEMESTER 1	18 WEEKS
ENDR103	Computer Manufacturing Processes
ENDR104	Technical Drawing I
MACH104	Machining Fundamentals
QC100	Quality Assurance
MATH166	Applied Mathematics I
COMM120	College English (or COMM107)

SEMESTER 2	18 WEEKS
ENDR116	Computer Aided Manufacturing I
MECH117	Mechanical Drafting I
ENDR117	Manufacturing Fundomentals
ENDR112	Materials Technology
SC101	Engineering Science I
MATH176	Applied Mathematics II
COMM122-130	Communications Choices

SEMESTER 3	18 WEEKS
ENDR205	Jig and Fixture Making
ENDR206	Computer Aided Manufacturing II
ENDR207	Jig and Tool Design I
MATH222	Applied Mathematics III
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
MACH214	Die Making
ENDR216	Computer Aided Manufacturing III
MATH230	Applied Mathematics IV
ENDR217	Jig and Tool Design II
LIBS105-130	General Education Choices

For more information, call Doug Todd at (416) 944-4348 or Paul Stevens at 944-4376 between 8 a.m. and 4 p.m.

PART-TIME AND EVENING COURSES
Call 867-2464 or 1-800-263-8995

MECHANICAL ENGINEERING TECHNICIAN — TOOL DESIGN

GBC Code EN117
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September, January
Certification: Diploma
Summer classes with January intake

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Credits in mathematics and English.

BACKGROUND:
A good background in science is recommended. Drafting and machine shop courses are strongly recommended.

ABOUT THE PROGRAM:
Good shop facilities and a well-established program give students an opportunity to develop skills in this hi-tech area. Modernization and the streamlining of design, drafting and production methods have led to increased demand for people with up-to-date skills. New skills are required at all levels in order for employees to keep pace with change in a computer-oriented design/drafting environment.

This program emphasizes computer aided tool design and drafting and is designed to provide industry with skilled tool design personnel. Centered around a well-equipped computer-aided engineering area, the program exposes students to all aspects of tool design in engineering. Graduates of this program may be integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS:
The program is a high-technology level of training that emphasizes the skills required to become proficient in the fields of computer-aided design and drafting. Graduates can look forward to a career in the leading edge of engineering design, entering such areas as tool design, consulting engineering design offices and general drawing offices.

ADVANCED STANDING:
Students who successfully complete this program may enter the Mechanical Engineering Technologist-Design option (EN120) program.

SEMESTER 1	18 WEEKS
ENDR103	Computer Manufacturing Processes
ENDR104	Technical Drawing I
MACH104	Machining Fundamentals
QC100	Quality Assurance
MATH166	Applied Mathematics I
COMM120	College English (or COMM107)

SEMESTER 2	18 WEEKS
ENDR116	Computer-Aided Manufacturing I
MECH117	Mechanical Drafting I
ENDR117	Manufacturing Fundamentals
ENDR112	Materials Technology
SC101	Engineering Science I
MATH176	Applied Mathematics II
COMM122-130	Communications Choices

SEMESTER 3	18 WEEKS
ENDR204	Jig and Fixture Design I
CAD203	Computer-Aided Design I
SC201	Engineering Sciences II
MATH222	Applied Mathematics III
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
ENDR223	Die Design I
CAD213	Computer-Aided Design II
SC223	Engineering Sciences III
MATH230	Applied Mathematics IV
LIBS105-130	General Education Choices

For more information, call Doug Todd at (416) 944-4348 or Paul Stevens at (416) 944-4376 between 8 a.m. and 4 p.m.

INDUSTRIAL MAINTENANCE TECHNICIAN — ELECTRO-MECHANICAL

GBC Code EN1110
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Credits in mathematics and English in Grades 11 and 12. Candidates should have a strong mechanical aptitude. Electrical, machine shop, and drafting courses are recommended.

ABOUT THE PROGRAM:
For the past several years, there has been an increasing trend to high technology in all areas of the manufacturing industry. This has resulted in the development and use of complex, highly sophisticated machinery in the manufacturing process. As this trend continues, the demand for highly trained maintenance personnel will increase dramatically, for the foreseeable future.

George Brown's Industrial Maintenance Technician program is designed to meet this increasing demand. The curriculum is based on the recommendations of an advisory committee representing a number of diverse industries. The program stresses the skills and knowledge required to set up, monitor and troubleshoot today's sophisticated equipment. Also highly emphasized is the ability to analyse and solve maintenance-related problems, whether they be of a mechanical or electrical nature. Graduates will have a thorough knowledge of the basic components of most machines and their relationship to one another. They will have a sound knowledge of accepted maintenance procedures, including preventive maintenance. Skills will be developed in the reading and interpretation of machine drawings, hydraulic and pneumatic circuit drawings, and electrical schematics.

CAREER PROSPECTS:
Graduates will be qualified for employment in the maintenance department of any type of industry and further training should allow the graduate to write the examinations for applicable certificates of qualification. Other lucrative opportunities exist in management, as a specialist in any of one of several different areas, and in sales and technical service.

SEMESTER 1	18 WEEKS
MILL101	Mechanical Theory I
MIL102	Mechanical Practice I
EL123	Industrial Electronics I
ENDR159A	Drafting & Concepts
MATH166	Mathematics I
COMM120	College English (or COMM107)

SEMESTER 2	18 WEEKS
MILL111	Mechanical Theory II
MIL112	Mechanical Practice II
EL133	Industrial Electronics II
ENDR159B	Drafting & Concepts
MATH176	Mathematics II
COMM122-130	Communications Choices

SEMESTER 3	18 WEEKS
MILL201	Mechanical Theory III
MIL202	Mechanical Practice III
EL223	Industrial Electronics III
EL205	Electrical Blueprint Reading
WELD203	Welding I
EL206	Programmable Controllers I
COMM131-140	Communications Choices

SEMESTER 4	18 WEEKS
MILL211	Mechanical Theory IV
MIL212	Mechanical Practice IV
EL233	Industrial Electronics IV
WELD213	Welding II
EL216	Programmable Controllers II
LIBS105-130	General Education Choices

For more information, call Doug Todd at (416) 944-4348 or 944-4347 between 8 a.m. and 4 p.m.

MACHINE SHOP

GBC Code EN5440
Casa Loma Campus
36 Weeks

Starting: Nine-week blocks
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES:
Grade 10 or admission test.

BACKGROUND:
Students entering this program should have mechanical reasoning ability.

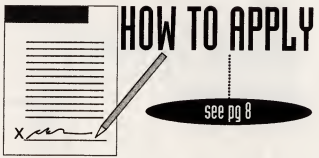
ABOUT THE PROGRAM:
This program is designed to prepare students for entry into industry as machinists, apprentices, or machine operators. George Brown offers good shop facilities and a well-established program. The category in which a student finds employment may depend on age, previous experience, and levels of skill and knowledge acquired. Students find it advantageous to have completed Grade 12 machine shop but, with suitable aptitudes and a willingness to work hard, those who have completed Grade 10 may prove successful in the program and later become good machinists. Instruction is particularly concerned with measurement and machining to close tolerances, combined with production speeds and efficiencies of manufacture, sharpening cutting tools, and setting up machines.

CAREER PROSPECTS:
Graduates can look forward to careers as machinists, fitters, industrial mechanics, tool and die makers, mouldmakers, numerical control operators and industrial salespeople. Students who successfully complete this program may wish to pursue an apprenticeship.

SEMESTER 1	18 WEEKS
MACH546	Shop Theory I
MACH547	Shop Practical I
ENDR574	Blueprint Reading
MATH536	Shop Calculations
ENG5530	Industrial Communications
WELD 545	Welding

SEMESTER 2	18 WEEKS
ENDR574	Blueprint Reading
MACH545	Numerical Control
MATH536	Shop Calculations
MACH548	Shop Theory II
MACH549	Shop Practical II

For more information, call Doug Todd at (416) 944-4348 or 944-4347 between 8 a.m. and 4 p.m.



WELDING FITTER

GBC Code EN5510
Casa Loma Campus
36 Weeks

Starting: September
Certification: Certificate
No summer classes

PREREQUISITES:
Grade 10 or admission test.

ABOUT THE PROGRAM:
This well-established program takes place in the college's excellent shop facilities. Students get sound practical instruction, together with appropriate theory, in all of the major welding processes now used in industry. Graduates will be able to meet recognized industrial standards of competence in the use of the shielded metal arc (SMAW), gas metal arc (GMAW), flux-cored arc (FCAW), gas tungsten arc (GTAW) and oxy-acetylene welding and cutting processes. Graduates will be eligible to take a practical all-position SMAW test to qualify for certification for pressure welding at the Ontario Ministry of Consumer and Commercial relations. Graduates will also have a sound knowledge of the fundamentals of fabrication procedures and the interpretation of shop drawings.

CAREER PROSPECTS:
The steel fabricating industry is extremely diversified, producing a wide range of products. Consumer goods, automobiles, structural steel components for buildings and bridges, pressure vessels, and industrial and transmission piping installations are all examples of products requiring skilled welders. A graduate from the Welding Fitter program possesses skills to enter any of these interesting fields, and advance towards positions of responsibility in the welding field.

SEMESTER 1	18 WEEKS
WELD550	Welding Theory
WELD540	Oxy-Acetylene Welding/Brazing/Cutting
WELD541	Shielded Metal Arc Welding
WELD542	Fabrication
ENDR575	Drawing Layout and Calculation
ENG530	Industrial Communications

SEMESTER 2	18 WEEKS
WELD550	Welding Theory
WELD540	Oxy-Acetylene Welding/Brazing/Cutting
WELD541	Shielded Metal Arc Welding
WELD542	Fabrication
WELD543	Gas Tungsten Arc Welding
WELD544	Gas Metal Arc Welding
ENDR575	Drawing Layout and Calculation

For more information call Doug Todd at 944-4348 or 944-4347 between 8 a.m. and 4 p.m.

WOMEN INTO TRADES AND TECHNOLOGY

GBC Code AR5650
Casa Loma Campus
18 Weeks

Starting: October, February
Certification: Training profile issued
No summer classes

PREREQUISITES:
Admission test prior to interview.

ABOUT THE PROGRAM:
This program provides women who have not previously worked with hand and power tools with a chance to develop skills in a variety of trade and technical areas. It is a good introduction to a range of areas in trades and technology. A practical hands-on method of learning is emphasized and students are encouraged to learn a logical approach to mechanical and electrical problem-solving, which is essential in most trade areas.

Students are also exposed to academic/technical subjects including basic blueprint reading, technical English and mathematics. This combination of shop and academic instruction gives students the "catch up" skills and self-confidence needed to continue in a non-traditional career path.

To assist students in confirming/selecting their career goals, educational and industrial tours covering a wide range of technology and trades are conducted during the program. After being exposed to a range of skill areas, students may wish to pursue one preferred area with further study in a George Brown program or they may wish to apply for an apprenticeship.

CAREER PROSPECTS:
Graduates have gone on to train in such programs as: CAD/CAM, numerical control, machine shop, aircraft maintenance technician, electrical engineering, refrigeration and air conditioning and major appliance servicing, electronics, drafting, truck driving, heavy equipment operator, offset printing, cabinet making, welding, masonry and power engineering.

COURSES	18 WEEKS
TTP501	Academic/Technical
TTP502	Trades/Technical

For more information, call Hilde Zimmer at (416) 944-4358 or Doug Todd at (416) 944-4348 between 9 a.m. and 3 p.m.

ELECTRONICS ENGINEERING TECHNICIAN

GBC Code EL1030
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September, October, February
Certification: Diploma
Summer classes with February intake

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics and English.

BACKGROUND:
Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming are useful. The technician usually works with a customer; therefore, an ability to communicate effectively with others is essential.

ABOUT THE PROGRAM:
This program gives students the opportunity to work in the maintenance, installation, production, design or research phases of the electronics industry. Students participate in hands-on labs and take subjects in five-week blocks. In order to better qualify the graduate to be immediately productive in industry, the program is designed so that second-year students specialize in one of the following areas: communications, computers, ETV/TV broadcast.

CAREER PROSPECTS:
Graduates of this program are employed in research and engineering departments of government and industry, in utility companies, in radio and television broadcasting, in closed-circuit television studios, in the oil industry, and in the installation of computer and communication systems.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for advanced standing in the Electronics Engineering Technology (EL1050) program.

SEMESTER 1	15 WEEKS
ELCT160	Introduction to Electronics
ELCT164	Impedance, Resonance and Filters
ELCT162	Electrical Fundamentals — Advanced
ELCT163	Electronic Laboratory
ENG146	English and Communications
MATH141	Mathematics
ELTC203A	Computer Aided Design
COMM120	College English

SEMESTER 2	15 WEEKS
ELTC165	Introduction to Amplifier Systems
ELCT166	Applied Amplifier Systems
ELCT161	Logic Circuits
ELCT167	Electronic Laboratory
ENG156	English and Communications
MATH142	Mathematics
ELTC203B	Computer Aided Design
COMM125-130	Communications Choices

SEMESTER 3	15 WEEKS
ELTC105	TV Principles and Circuits
ELTC242	Microprocessors and Systems Applications
ELCT144	AM/FM Modulation Principles and Receivers
ELCT208	Waveshaping Circuits
ELCT244	Electronic Laboratory
MATH241	Mathematics
ELTC203C	Computer Aided Design

SEMESTER 4	22 WEEKS
ELCT213	Communication Principles
ELTC105	TV Principles and Circuits
ELCT243	Analog/Digital Interfacing
ELCT245	Electronic Laboratory
ELCT299	Technical Report
ELCT203D	Computer Aided Design
Choose 1 of the following 2 electives	
ELCT214	Communication Systems
ELCT216	Computer Systems

For more information, call Maria Ulcar or Darrell Couchie at (416) 944-4753/4754 or Helen Tappin at (416) 944-4755 between 8 a.m. and 4 p.m.

ELECTRONICS ENGINEERING TECHNOLOGY

GBC Code EL1050
Casa Loma Campus
2 Years (continuous for 90 weeks)
Post-secondary

Starting: September
Certification: Diploma
Summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics and English.

BACKGROUND:
Credits in physics, chemistry, drafting, electricity/electronics, mechanics, computer programming and mathematics at the senior level are useful.

ABOUT THE PROGRAM:
This program was compressed into two calendar years and runs continuous for 90 weeks. This program was developed to meet the industry need for engineering technologists with a practical and theoretical knowledge who can work effectively in the many areas of electronics. A practical thesis project must be completed. Electronics subjects are offered in five-week blocks. Technologists usually work on their own initiative, but under the general supervision of an engineer, a scientist or senior technologist. This program provides students with a knowledge of advanced electronics based on quantitative analysis of electronic circuits and systems. Because of the depth of knowledge required by technologists, the College will review the student's progress at the end of the first semester to determine suitability for further technologist training. Those not qualifying may transfer to the Electronics Technician program.

CAREER PROSPECTS:
Graduates may be employed in many fields: design and construction of equipment; maintenance, repair, and installation of systems computers and communication systems; quality control management; marketing and research.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for advanced standing in the engineering program at Lakehead University.

SEMESTER 1	15 WEEKS
ELTC160T	Introduction to Electronics
ELTC162T	Electrical Fundamentals Advanced
ELTC164T	Impedance, Resonance and Filters
MATH151	Mathematics
ELCT163T	Electronic Laboratory
ELTC203A	Computer-Aided Design
COMM120	College English

SEMESTER 2	15 WEEKS
ELCT150	Logic Systems
ELCT231	Semiconductor Devices
ELCT148	Semiconductor Principles and Circuits
ELCT151	Electronic Laboratory
MATH152	Mathematics
ELTC203B	Computer-Aided Design
COMM125-130	Communications Choices

SEMESTER 3	(SUMMER) 15 WEEKS
ELTC149	Advanced Transistors
ELCT241	Computer Technology I
ELCT237	Operational Amplifier Design
ELCT233	Electronic Laboratory
MATH251	Mathematics

SEMESTER 4	15 WEEKS
ELTC230	Waveshaping and Control Devices
ELCT236	Communications Technology Part I
ELCT232	AM/FM Technology
ELCT239	Electronic Laboratory
ELCT203E	Computer-Aided Design
PHY201T	Physics
ENG304	Technological Thesis

SEMESTER 5	15 WEEKS
ELTC301	Communications Technology Part II
ELTC322	Computer Technology II
ELTC320	System Design I
ELTC312	Electronic Laboratory
MATH351	Mathematics
ELCT203F	Computer-Aided Design
ENG304	Technological Thesis

SEMESTER 6	(SUMMER) 15 WEEKS
ELTC321	System Design II
ELTC303	Automatic Controls Systems
ELTC399	Electronic Technology Report
ELTC316	Laboratory
PHY202T	Modern Physics

For more information, call Maria Ulcar or Darrell Couchie at (416) 944-4753/4754 or Helen Tappin at (416) 944-4755 between 8 a.m. and 4 p.m.

INSTRUMENTATION ENGINEERING TECHNICIAN — INDUSTRIAL

GBC Code EN1010
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September, October, February
Certification: Diploma
Summer classes with February intake

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics and English.

BACKGROUND:
A technician usually works with a customer; therefore, an ability to communicate effectively with others is essential.

ABOUT THE PROGRAM:
Students get hands-on practical experience as well as theory. The instrumentation technician works in all phases of industry using automatic controls. Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a sound grounding in everything from research and development to sales and service for instrument manufacturers. Subjects are taken in five-week blocks.

CAREER PROSPECTS:
Job opportunities range from positions in research and development to sales and service for instrument manufacturers and distributors.

ADVANCED STANDING:
Credits earned in this program may qualify students for exemptions in the Instrumentation Engineering Technology — Industrial (EN1140) program.

SEMESTER 1	15 WEEKS
ELCT160	Introduction to Electronics
ELCT162	Electricol Fundamentols Advanced
ELTC164	Impedance, Resonance and Filters
ELCT163	Electronic Laboratory
MATH141	Mathematics
ELTC203A	Computer-Aided Design
COMM120	College English

SEMESTER 2	15 WEEKS
ELTC165	Introduction to Amplifier Systems
ELCT166	Applied Amplifier Systems
ELTC161	Logic Circuits
ELCT167	Electronic Laboratory
MATH142	Mathematics
ELTC203B	Computer-Aided Design
COMM125-130	Communications Choices

SEMESTER 3	15 WEEKS
ELTC209A	Laboratory — Electronics
ELTC242	Microprocessors and Systems Applications
INST104	Measuring Principles I
INST105	Measuring Principles II
INST209A	Laboratory — Instrumentation
MATH241	Mathematics
CHEM100	Applied Chemistry
ELTC203C	Computer-Aided Design

SEMESTER 4	22 WEEKS
INST201	Final Control Elements
INST202	Analytical and Environmentol Instrumentotion
INST210	Automatic Control Principles I
INST310	Automatic Control Principles II
INST209B	Laboratory — Instrumentotion
CHEM200	Industrial Chemistry and Equipment
INST299	Technical Report
ELTC203D	Computer-Aided Design

For more information, call Maria Ulcar or Darrell Cauchie at (416) 944-4753/4754 or Helen Tappin at (416) 944-4755 between 8 a.m. and 4 p.m.

NEED SOME CAREER ADVICE pg 3

INSTRUMENTATION ENGINEERING TECHNOLOGY — INDUSTRIAL

GBC Code EN1140
Casa Loma Campus
Continuous for 90 weeks
Post-secondary

Starting: September
Certification: Diploma
Summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics and English.

BACKGROUND:
Credits in physics, chemistry, drafting, electricity/electronics, mechanics and computer programing and advanced mathematics are useful. Grade 12 chemistry is highly recommended.

ABOUT THE PROGRAM:
This program was compressed from three years into two calendar years and includes two summer semesters. The instrumentation technologist primarily designs or modifies systems. Job opportunities range from positions in research and development to sales and service for instrument manufacturers.

The student is given a firm grounding in electronic instrumentation, pneumatic instruction, computer technology and related academic subjects. Each instruction period is followed by one or more laboratory periods to reinforce theory. Subjects are taken in five-week blocks.

CAREER PROSPECTS:
The technologist's role in industry is primarily to design and modify systems. The technologist may specialize in one aspect of instrumentation engineering, such as computer control, analysis instrumentation or electronic instrumentation.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for advanced standing in the engineering program at Lakehead University.

SEMESTER 1	15 WEEKS
ELCT160T	Introduction to Electronics
ELCT162T	Electrical Fundamentals Advanced
ELCT163T	Electronic Laboratory
MATH151	Mathematics
ELTC164T	Impedance, Resonance and Filters
ELTC203A	Computer-Aided Design
CUMM120	College English

SEMESTER 2	15 WEEKS
ELTC150	Logic Systems
ELCT231	Semiconductor Devices
ELCT148	Semiconductor Principles and Circuits
ELTC151	Electronic Laboratory
MATH152	Mathematics
ELTC203B	Computer-Aided Design
COMM125-130	Communications Choices

SEMESTER 3	(SUMMER) 15 WEEKS
ELTC149	Advanced Transistors
ELCT233	Electronic Laboratory
ELCT237	Operational Amplifier Design
ELCT241	Computer Technology I
MATH251	Mathematics

SEMESTER 4	15 WEEKS
INST104T	Measuring Principles I
INST105T	Measuring Principles II
INST221B	Laboratory — Instrumentation
PHY201T	Physics
CHEM100	Applied Chemistry
INST210T	Automatic Control Principles I
ELTC203E	Computer-Aided Design
ENG304	Technological Thesis

SEMESTER 5	15 WEEKS
INST310T	Automatic Control Principles II
INST201T	Final Control Elements
INST309A	Laboratory — Instrumentation
MATH351	Mathematics
CHEM200	Industrial Chemistry and Equipment
ELTC241	Computer Technology I
ELTC203F	Computer-Aided Design
ELTC221B	Laboratory — Electronics
ENG304	Technological Thesis

SEMESTER 6	(SUMMER) 15 WEEKS
INST202T	Analytical and Environmentol Instrumentotion
INST302	Systems Design and Construction
ELTC303	Automotic Controls Systems
INST309B	Laboratory — Instrumentotion
ELTC309B	Laboratory — Electronics
PHY202T	Modern Physics
INST399	Technology Report

For more information, call Maria Ulcar or Darrell Cauchie at (416) 944-4753/4754 or (416) 944-4755 between 8 a.m. and 4 p.m.

MICROCOMPUTER AND P.C. SERVICING

GBC Code EL5770
Casa Loma Campus
1 Year (continuous for 50 weeks)

Starting: September to May, every 10 weeks
Certification: Certificate
Summer classes

PREREQUISITES:
Grade 12 or Academic Upgrading Level 4 plus satisfactory performance on a mechanical aptitude test.

ABOUT THE PROGRAM:
This program provides a technically qualified individual with a broad technical foundation and understanding of electronics and electro-mechanical equipment as they relate to office automation and word processing, as well as a basic understanding of computer programming, computer operating systems and telecommunications. Students learn hands-on general repairs of microcomputers and take subjects in five-week blocks.

CAREER PROSPECTS:
The program prepares graduates for employment and further on-the-job training as equipment service technicians in the rapidly expanding field of office automation and word processing.

ADVANCED STANDING:
Students who successfully complete this program may be eligible for advanced standing in the Electronics Engineering Technician (EL1030) program.

SEMESTER 1	20 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG530	Business Practices and Cammunications (Part A)

SEMESTER 2	32 WEEKS
ELECT521	Microcamputer Fundamentals
ELCT524	Microcamputer Labs
ELCT594	Principles of Interfacing
ELCT595	Advanced Interfacing
ELCT536	Advanced Camputer Systems Software
ELCT538	Camputer Systems Hardware
ELCT539	Intraduction ta Data Cammunicatians
ELCT540	P.C. Systems Lab
ELCT519	Active Circuit Analysis (Applied Math)
ENG530	Business Practices and Cammunications (Part B)

For more information, call Maria Ulcar or Darrell Cauchie at (416) 944-4753/4754 or Helen Tappin at (416) 944-4755 between 8 a.m. and 4 p.m.

ELECTRONICS — AUDIO EQUIPMENT AND SYSTEMS

GBC Code EL5430
Casa Loma Campus
1 Year (continuous for 48 weeks)

Starting: September to May, every 10 weeks
Certification: Certificate
Summer classes

PREREQUISITES:
Grade 10 or Academic Upgrading Level 3, an admission test in English, mathematics, algebra and science; and an orientation and assessment interview.

ABOUT THE PROGRAM:
Students gain technical competence in working with audio systems by getting a broad foundation and understanding of this growing field. Students learn to develop and apply skills that prepare them for employment and on-the-job training.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
The graduate may find employment with radio and stereo retail stores and service shops, manufacturers and wholesalers of audio equipment as well as the audio recording and broadcasting industries.

ADVANCED STANDING:
The same credits may be applied to the Electronics Engineering Technician (EL1030) program. For more information, call the number listed below.

SEMESTER 1	20 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG530	Business Practices and Cammunications (Part A)

SEMESTER 2	28 WEEKS
ELCT510	Linear Circuit Applicatians
ELCT511	Linear Circuits Laboratory
ELCT512	AM-FM-Stereo Fundamental and Circuits
ELCT513	AM-FM Stereo Radia Circuits Laboratary
ELCT525	Acaustics Fundamentals and Transducers
ELCT526	Audia Amplifier Circuits
ELCT527	Audia Recard Playback Systems
ELCT528	Audia Processing Circuits and Systems
ELCT529	Audia Studia Techniques
ELCT530	Audia Circuits and Project Laboratory
ELCT519	Active Circuit Analysis (Applied Math)
ENG530	Business Practices and Cammunications (Part B)

For mare infarmatian, call Maria Ulcar ar Darrell Cauchie at (416) 944-4753/4754 ar Helen Tappin at (416) 944-4755 between 8 a.m. and 4 p.m.

VIDEO SYSTEMS AND SERVICE

GBC Code EL5870
Casa Loma Campus
1 year (continuous for 48 weeks)

Starting: Every 10 weeks, September through May
Certification: Certificate
Summer classes

PREREQUISITES:
Grade 10 or Academic Upgrading Level 3 (BTSD III), an admission test in English, mathematics, algebra and science, and an orientation and assessment interview.

ABOUT THE PROGRAM:
The program provides training for individuals to become qualified in the principles and maintenance of radio, hi-fi, TV and basic video systems, with the ability to diagnose, locate and repair faults.

This program is unique in Metro Toronto.

CAREER PROSPECTS:
The program prepares the graduates for employment and/or further on-the-job training in this diversified field of electronics. Opportunities for employment exist with retailers, wholesalers and manufacturers in the service and/or sales departments.

SEMESTER 1	20 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	28 WEEKS
ELCT510	Lineor Circuit Applications
ELCT511	Lineor Circuits Laboratory
ELCT512	AM-FM Stereo Fundamentals and Circuits
ELCT513	AM-FM Stereo Radio Circuits Laboratory
ELCT518	Television System Introduction and Laboratory
ELCT542	Video Tape Recorder and Camera Theory
ELCT543	NTSC Transmission and Standards
ELCT544	NTSC Processing Circuits
ELCT545	Video Tape Recorder Laboratory
ELCT519	Active Circuit Analysis (Applied Math)
ELCT504	Business Practices and Communications (Part B)

For more information, call Maria Ulcar or Darrell Cauchie at (416) 944-4753/4754 or Helen Tappin at (416) 944-4755 between 8 a.m. and 4 p.m.

ELECTRICAL ENGINEERING TECHNICIAN — POWER AND INDUSTRIAL ELECTRONIC CTL.

GBC Code EL1020
Casa Loma Campus
2 Years (4 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics.

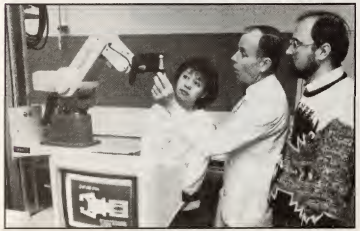
BACKGROUND:
Credits in physics, electricity, and an electrical background are helpful but not essential.

ABOUT THE PROGRAM:
This program is highly respected in industry. Subjects covered include electrical fundamentals, D.C. and A.C. machines, industrial electronic controls, electrical drafting and related academic subjects. The student is trained in modern laboratories equipped with D.C. and A.C. generators, motors, computers, microprocessors and programmable controllers and computer-aided drafting equipment. The lectures, laboratory and computer work are aimed at enabling students to work on their own with the guidance of instructors.

Upon completion of the program, graduates should be able to effectively and independently function as technicians in the area of specialty required of them by the employer.

CAREER PROSPECTS:
Graduates find employment as: electrical maintenance technicians in industries using machinery controlled by complex electronic equipment; test technicians in manufacturing plants; service technicians for electrical manufacturers; sales representatives; and design technicians for manufacturers.

ADVANCED STANDING:
Students who complete this program are eligible to continue for a third year in the Electrical Engineering Technology — Power and Industrial Electronic Control (EL1070) program.



SEMESTER 1	16 WEEKS
EL111	Electrical Fundamentals
EL251	Computer Programming
EL116	Electrical Laboratory — D/C Circuits
ELDR112	Electrical Drafting I
MATH117	Mathematics
MECH105	Engineering Science
COMM120	College English

SEMESTER 2	18 WEEKS
EL121	Direct Current Machines (Theory)
EL122	Electrical Circuits — AC
EL156	Electrical Laboratory — AC Circuits
EL157	Electrical Laboratory — DC Machines
EL145	Industrial Electronic II (Theory and Lab)
ELDR128	Electrical Drafting II & B.P. Reading
MATH127	Mathematics
COMM125-130	Communications Choices

SEMESTER 3	16 WEEKS
EL232	Alternating Current Machines
EL236	Industrial Electronic III
EL252	Electrical Lab AC Machines
EL239	Industrial Electronic Lab III
EL256	Computer Operating Systems
EL250	Electrical Environmental Systems
MATH227	Mathematics

SEMESTER 4	18 WEEKS
EL234	Electrical Distribution Systems
EL237	Electrical Lab Distribution
EL224	Electric Machines Contral
EL254	Industrial Electronic IV
EL255	Industrial Electronic Lab IV
EL245	Wiring Methods and Electrical Code
ELDR231	Electrical Drafting III
MATH237	Mathematics
EL258	Technical Report

For more information, call Ludwig Mateju at (416) 944-4373 or Silvia Wolf in Electrical Engineering Technology at (416) 944-4370 between 8 a.m. and 4 p.m.

ELECTRICAL ENGINEERING TECHNOLOGY — POWER AND INDUSTRIAL ELECTRONIC CTL.

GBC Code EL1070
Casa Loma Campus
3 Years (6 semesters)
Post-secondary

Starting: September
Certification: Diploma
No summer classes

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 mathematics.

BACKGROUND:
An electrical background is helpful but not essential.

ABOUT THE PROGRAM:
The Electrical Technology program consists of a variety of subjects leading towards the independent design of equipment and systems. The student is trained in modern laboratories equipped with D.C. and A.C. generators, motors, computers, microprocessors and programmable logic controllers and computer-aided drafting equipment.

The lectures, labs, and design projects are aimed at enabling students to work on their own with the guidance of instructors.

Upon completion of the program, graduates should be competent to perform their duties as electrical technologists and be aware of the changing nature of business, industry, science, technology, society and education. Graduates will recognize the need to continually update and upgrade their technical skills and knowledge for a positive contribution to Canadian industry.

A progressive attitude is encouraged, upon which a solid foundation of fundamental knowledge is built.

CAREER PROSPECTS:
Graduates find employment in: processing industries as designers or draftspersons; maintenance positions to keep production within acceptable limits; consulting engineering firms as electrical system designers; electrical contractors as estimators or in supervisory positions; manufacturing as quality control inspectors; marketing, designing and servicing equipment or products in electrical utilities; designers and/or supervisors of substations, electrical networks or transmission lines; inspectors in government departments; and as educators.

SEMESTER 1	16 WEEKS
EL111	Electricol Fundomentals
EL251	Computer Programming
EL116	Electricol Laboratory — DC Circuits
ELDR112	Electricol Drafting I
MATH117	Mathematics
MECH105	Engineering Science
COMM120	College English (or COMM107)

SEMESTER 2	18 WEEKS
EL121	Direct Current Mochines (Theory)
EL122	Electricol Circuits — AC
EL156	Electricol Laboratory — AC Circuits
EL157	Electricol Laboratory — DC Mochines
EL145	Industriol Electronic II (Theory and Lab)
ELDR128	Electricol Drofting II & B.P. Reoding
MATH127	Mothemotics
COMM121-130	Communicotions Choices

SEMESTER 3	16 WEEKS
EL232	Alternoting Current Mochines
EL236	Industriol Electronic III
EL252	Electricol Lob AC Mochines
EL239	Industriol Electronic Lob III
EL256	Computer Operoting Systems
EL250	Electricol Enviranmental Systems
MATH227	Mothemotics
COMM131-140	Communicotions Choices

SEMESTER 4	18 WEEKS
EL234	Electricol Distribution Systems
EL237	Electricol Lob Distribution
EL224	Electric Mochines Control
EL254	Industriol Electronic IV
EL255	Industriol Electronic Lob IV
EL245	Wiring Methods and Electricol Code
ELDR231	Electricol Drofting III
MATH237	Mothemotics
EL258	Technicol Report
LIBS105-130	Generol Educotion Choices

SEMESTER 5	16 WEEKS
EL343	Protection of Electricol Equipment
EL353	Electricol Lob Systems
EL344	Industriol Electronic V
EL345	Industriol Electronic Lob V
EL365	Electricol Estimoting
ELDR235	Electricol Drofting V
MATH321	Mothemotics

SEMESTER 6	18 WEEKS
EL364	Electricol Mochine Design
EL370	Programmoble Logic Controllers (Theory & Lob)
EL366	Research Assignment
EL367	Industriol Electronic VI
EL368	Industriol Electronic Lob VI
ELDR355	Electricol Drofting VI
MATH322	Mothemotics
MECH203	Mechonisms
PHY200	Modern Physics

For more information, call Ludwig Moteju at (416)944-4373 or Silvio Wolf at (416) 944-4370 in Electrical Engineering Technology between 8 a.m. and 4 p.m.

APPRENTICESHIP

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APPRENTICESHIP

WHAT IS APPRENTICESHIP?
It is an agreement between a person like you who wants to learn a skill, and an employer who needs a skilled worker. Both the person who is learning and the employer who is training benefit from an apprenticeship. The apprentice becomes a fully qualified journeyperson, with skills that can provide him or her with a rewarding career. The employer gains a skilled worker who can help the company succeed.

HOW LONG DOES AN APPRENTICESHIP LAST?
Apprentices learn their skills through on-the-job practice. They spend two to five years learning their trade. About 90 per cent of the time is spent in the workplace. The rest is usually spent at a community college. While apprentices are learning, they are earning, too. Their employers pay them while they are training.

WHAT ARE THE ENTRANCE REQUIREMENTS?
In most trades, the minimum educational requirement is Grade 10. Employers and unions may insist, however, that applicants have a higher educational level as well as credits in specific subjects. Apprentices must be at least 16 years old.

WHO CAN I TALK TO FOR SUPPORT AND INFORMATION?
People registered as apprentices and people interested in seeking apprenticeship can call the George Brown College Apprenticeship Support Office at (416) 944-4717.

HOW DO I REGISTER?
Apprentices are registered by the regional offices of the Ministry of Skills Development. You cannot register for an apprenticeship at George Brown College. Either you or the future employer can call the regional office and ask one of the consultants to visit your workplace. The consultant will make sure that you both understand what apprenticeship is all about.

The following apprenticeship programs are offered at George Brown College, but you must register for these programs with the Ministry of Skills Development. See the phone numbers listed below.

PROGRAM TITLE
Baker 2 — Basic and Advanced
Baker — Branch 3 (Patissier)
Brick and Stone Mason
Carpenter — General
Cook II — Basic and Advanced
Electrical (Construction and Maintenance)
Fitter — Structural Steel Platework
Glazier and Metal Mechanic
Hairstyling — Basic
Hairstyling — Advanced
Industrial Electronic Controls
Industrial Mechanic (Millwright)
Ironworker
Machinist/Machine Trades
Millwright
Mobile Crane Operator Hoisting Engineer
Plumber
Radio and TV Servicing
Refrigeration and Air Conditioning Mechanic
Reinforcing Steel Worker
Retail Meat Cutter
Sheet Metal Worker
Sprinkler and Fire Protection Installer
Steamfitter
Tool and Die Maker

For more information on apprenticeship programs visit or write to the Apprenticeship and Client Services Branch of the Ontario Ministry of Skills Development at 625 Church St., 1st Floor, Toronto, Ont. M4Y 2E8, or call (416) 326-5800. Or you can call your local apprenticeship field office:

Toronto Central: 326-5800
Scarborough: 750-3531
Toronto East: 750-3531
Mississauga: 897-1551
Toronto West: 897-1551
Oshawa: 576-0171

The following courses are listed in alpha-numeric order by course code.

AC100 Quality Assurance
Introduction to the principles of measurement analysis in a manufacturing environment. Areas covered include: quality planning, basic statistical concepts, processes, measurement system analysis.

AC100 Introduction to Accounting I
An introductory course covering the accounting cycle including columnar journals, subsidiary ledgers, work sheets, adjusting and closing entries financial statement; notes and interest; payroll accounts; voucher system.

AC102 Accounting for Decision-Making
Emphasis is on accounting as a decision-making tool. Topics include accounting for inventories and fixed assets, partnerships and corporations, responsibility accounting, manufacturing accounting, budgeting, and financial analysis.

AC103 Introductory Accounting
Accounting is the "language" of business. This course is the first in a sequence that prepares the student to make good managerial decisions based on financial information. In this course, the student will learn the basics of accounting.

AC104 Intermediate Accounting/Hospitality
In this course, the student builds on knowledge gained in the basic accounting course. Students learn to use basic financial information to prepare statements and financial reports.
Prerequisite: ACC103.

AC106 Introduction to Accounting
Given examples, instructions and transaction data, the student will demonstrate in class assignments and on tests their ability to understand and apply the basic concepts of the recording processes leading up to the final presentation of financial statements in service and merchandising firms.

AC109 Introductory Accounting
See ACC103

AC110 Intermediate Accounting
See ACC104
Prerequisite: ACC109.

ACC114 Financial Statements-Development, Use and Application
In this course the student is required to demonstrate a sound knowledge of financial statements preparation and analysis procedures, recording of business transactions, cash management including investment and/or distribution of surpluses and estate and succession planning.

ACC117 Introduction to Accounting II
This course continues ACC100 and covers: accounts receivable, valuation of inventories; depreciation and depletion; intangible assets; accounting principles, partnership accounting; corporate organization and operations; current and long-term liabilities; statement of changes in financial position (cash basis); and an overview of manufacturing account. LOTUS 1-2-3 applications are on integral part of this course.
Prerequisite: ACC100.

ACC119 Accounting for Decision Making
The student will analyze financial reports and interpret the results and also describe the managerial decision processes and identify the uses of accounting information by managers of business. Emphasis will be placed on the use of accounting data as a decision-making tool.

ACC126
This course demonstrates on understanding of the accounting process as applied to a service organization. The student will learn to perform the mechanics of the accounting cycle from the recording of the original entry through the preparation of financial statements, petty cash and the bank reconciliation statement.

ACC200 Financial Accounting I
Emphasis is on the underlying theoretical structure of accounting. Topics include; a review of accounting principles and concepts and financial statement preparation, valuation of current assets and liabilities, and the valuation of operational assets.
Prerequisite: ACC117.

ACC202 Cost Accounting I
This course covers a general overview of managerial accounting including: cost terms; job order costing; process costing; cost behaviour and cost-volume-profit relationships; segment reporting; contribution income statements; and profit planning.
Prerequisite: ACC117.

ACC203 Financial Accounting II
This course continues ACC200. Topics include: formation and capital structure of limited companies; accounting for bonds as long-term liabilities and investments; accounting for income tax, pensions, and lease costs; statement of changes in financial position (cash basis); analysis of financial statements; and inflation considerations in accounting.
Prerequisite: ACC200.

ACC204 Cost Accounting II
This course continues ACC202 and covers: standard costs; flexible budgets; control of decentralized operations; and relevant costs for decision-making, including consideration of pricing products and services, service department allocations, and capital budgeting concepts.
Prerequisite: ACC202.

ACC205 Auditing
The course covers is the principles and practices of auditing and emphasizes strong internal control systems. Topics include: evaluation of internal control systems; choice and evaluation of evidence; preparation of audit working papers; audit of computerized systems; and communication of audit findings.
Prerequisites: ACC200 and ACC220.

ACC207 Hospitality Accounting
In this course, the student continues to explore the accounting functions of the hospitality business. The emphasis is on the financial data that may be acquired and from which managerial decisions may be made.
Prerequisites: ACC103/109, ACC104/110, FCC104.

ACC213 Accounting
This course familiorizes the student with the production and understanding of financial statements, budget preparation, capital budgeting and the designing of systems accounts and journals that best serve the control needs of the property management industry.

ACC220 Management Information Systems I
This course introduces students to the use of computerized information systems in a modern business environment. Topics include: organizational structures; computer hardware and software; system controls; and flowcharting. Various accounting applications are incorporated into the course.
Prerequisites: ACC117 and IS115.

ACC222 Management Information Systems II
This course builds on ACC200 and includes: microcomputer accounting applications; systems studies for accounting information systems (including analysis, design, implementation, and resource acquisition); and case studies on various system topics. The ACCPAC application is demonstrated in this course.
Prerequisite: ACC220.

ACC225 Management Accounting
This course is designed for non-accountants who desire on understanding of managerial accounting techniques used in planning, organizing, and controlling operations within a company.

ACC300 Advanced Management Accounting
This course further develops the skills learned in ACC202 and ACC204. Topics include: cost-volume-profit analysis; responsibility accounting and motivation; standard costs; flexible budgets; relevant costs; join-product costs; segment performance measurement; mix and yield variances; linear programming.
Prerequisite: ACC204.

ACC301 Taxation
This course introduces personal and corporate income taxation in Canada. The student will learn to compute taxable income and taxes payable, which includes the calculation of income from employment, business, and property, capital gains and losses. The capital cost allowance system is examined. Basic tax planning is integrated into the course wherever possible.

ACC302 Internal Auditing
This course covers the basic concepts and techniques of internal auditing, with particular emphasis on the role of the internal audit function in evaluating the efficiency and effectiveness of both accounting and operational systems. Topics include: the relationship with the external auditor; evaluation of internal controls; effectiveness of various management structures; and the communication of audit findings.
Prerequisite: ACC205.

ACC303A Finance
This course builds on the foundation provided by BUS321. Students will examine the process of capital budgeting and procedures for raising funds through the Canadian capital markets.
Prerequisite: BUS321.

ACC306 Advanced Financial Accounting I
This course continues ACC200 and ACC203 and examines accounting for inter-corporate investments, including: consolidation under the purchase method; consolidation of wholly-owned and non-wholly-owned subsidiaries; report in subsequent years; pooling of interests; and additional consolidation topics.

ACC307 Advanced Financial Accounting II
This course covers: additional aspects of inter-corporate investments; segmented reporting; accounting for international activities, including foreign currency translation and reporting on foreign operations; accounting for non-profit organizations; and fund accounting.
Prerequisite: ACC306.

ACC576 Hospitality Accounting Procedures
In this course, the student learns to follow simple, basic procedures that are used in the hospitality business to maintain accountability and control over revenues and assets. The focus is on those controls that fall within the responsibility of a server or bartender.

ACCL502 Labour Cost Control
See FC104
Prerequisite: PUR505.

ACCU200 Computer Grading and Marker Making
In this course, students will learn the fundamentals of operating the AccuMark System, learning how to prepare rule tables and pattern pieces for digitizing; how to digitize and plot pieces; and how to make markers and plot them.

ACT100 Human Growth and Development
Provides a multi-disciplinary overview of human growth and development from conception to death. Students will examine different models of psychological, social and physical development with special emphasis on adults and the elderly.

ACT103 Ambulation and Exercise
Through demonstration and practise, students will gain the skills necessary to promote and maintain fitness amongst both the well and the impaired elderly and handicapped. Specific topics will include fitness, exercises for gross motor/fine motor, perceptual and locomotor skills, adaptations for specific handicaps and the use of such ambulation aids as wheelchairs, walkers, canes and crutches.

ACT104 Activity Planning
This course will focus on how to meet the psycho-social needs of the elderly through activity programs by planning the total activity program, implementing the program and evaluation of the program.

ACT105 Use of Crafts and Hobbies
Students will practise a variety of crafts and hobby skills such as sewing, needle work, painting, ceramics, pottery, jewellery making, wood work, copper and leather tooling using current methods and adaptive techniques or devices.

ACT106 Normolization and Remotivation
The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be place on the use of the environment, knowledge (assessment) and skills to promote interest in personal interaction, aids to daily living, adaptive techniques, continuing training and reality orientation.

ACT109 Group Process I
This course is designed to provide learning at a theoretical and experiential level which will result in improving the student's understanding of themselves through the group process and thus further the ability to work effectively in a variety of groups.

ACT110 Special Needs
Skills that are necessary for working with clients with special needs will be studied and practised. These skills will include safety transfers, care during excursions, emergency first aid, adaptive communication methods and reality oriented approaches.

ACT119 Group Process II
Students will continue to develop an understanding of knowledge, skills, attitudes, and the significant roles of group leaders/members at a theoretical and experiential level.
Prerequisite: ACT109.

ACT208 Assessment Skills
This course will focus on the skills needed to assess on individual's physical, social, emotional, intellectual and spiritual needs and interests. Techniques for performing a helping interview with the elderly client will be discussed, demonstrated and practised. Forms used for the purpose or recording assessment finding, and charting techniques that are in current use in the field will be examined.

ACT210 Organization and Management Skills I
This course deals with the principles of organization and management thus preparing the student for effectively supervising an Activity Department.

ACT211 Organization and Managements Skills II
This course will focus on the professional management of the Activity Department. The course will also prepare the student for the entry into the workforce.

ACT212 Psychogeriatrics
In this course, students will learn about behavioural disturbances with emphasis on those most commonly found in the elderly population. Topics to be covered will include chronic mental health problems, such as dementias, neuroses, as well as affective behavioural disorders and addictions.

ACT214 Counselling Skills
Basic concepts and skills of counselling will be discussed, demonstrated and practised. These will be related and applied to the needs and developmental issues of the elderly.

ACT215 Community Resources
Community Resources is a course that examines the community in terms of its resources that could be utilized to meet the needs of the elderly. The learner will identify, classify and analyze existing social services. Guest lecturers and group presentations are incorporated into the course of study.

ACT217 Program Development and Evaluation
A variety of models serving as a framework for group work with the elderly will be examined. This course will also focus on theoretical and practical techniques used to develop specialized programs and evaluation of the effectiveness of these programs.

ACT226 Therapeutic Programming
This course is designed to provide understanding and practical experience in the use of therapeutic programming for those groups with special needs. Therapeutic approaches for the confused and the impaired elderly will be emphasized. A central focus will be the creative use of movement for self-expression and communication within groups.

ACT227 Values, Ethics and Professionalism
The focus of this course is to assist the student in clarifying values, understanding ethical and moral issues and in developing an understanding of professionalism in preparation for entry into the workplace.

ACUP300 Pattern Drafting System
This introductory course in computer pattern drafting provides the student with system skills and knowledge for accurate and efficient pattern making, using the P.D.S. 300 feature of the AccuMark system effectively.

ADES503 Advertising Design I
A comprehensive course emphasizing the steps necessary to generate and produce print advertising of a professional calibre for the consumer market.

ADES511 Advertising Design II
The student will apply the knowledge and drawing skills learned in Advertising Design I to create professional calibre work from rough layouts to final art.

ADM201 Exercise Class Leadership
In this course the fitness instructor will be shown the principles and precautions that are necessary in the design and leading of an effective, sound and enjoyable activity class.

ADM204 Fitness Monagement Projects I
The student will visit various fitness facilities and the course will outline the various management principles utilized by the fitness professional.

ADM214 Fitness Management Projects II
The student will apply various management principles to the operations of a fitness facility in the college setting.

ADM224 Fitness Management Projects III
The student will be experiencing a variety of monagement systems utilized in the fitness profession.

ADV201 Advertising I
This course introduces the student to the vital relationship between words and visuals as they combine to form exciting advertising concepts. It explores designs that communicate clearly and with maximum impact in national newspapers and magazines. It emphasizes the fast, clean use of markers to render layouts, as well as their mounting and presentation. It reinforces the appropriate selection of type as well as type rendering. The use and importance of photography in advertising is explored.

ADV211 Advertising II
This course continues to emphasise the development of exciting advertising concepts for consumer and trade magazines and outdoor and transit advertising. It emphasizes the aspects of design, rendering and typography. It introduces the importance of marketing and media selection, and traces the steps from concept through roughs, comps, photography, typesetting and assembly. It exposes the student to a wide range of creative approaches in print and television.

ADV302 Corporate Image Advertising I
This course examines the means of product and company identification as used in advertising. It explores the development of slogans and their animated visualization for TV, corporate spokespersons and campaigns which are designed to establish a particular image for a company or product.

ADV305 Advertising III
This course sets extremely high standards of creative excellence. By using a combination of skills and knowledge learned in this course with that acquired in complimentary courses, the student is challenged to exceed perceived limitations as they design and write advertising for television, render story boards and study award winning commercials from around the world. The course traces development of national advertising from research through marketing, media planning, creative and production, as the student works to professional standards in broadcast and print.

ADV312 Corporate Image Advertising II
This course continues to probe product and company identification in advertising. It focuses on the development of slogans and animation, spokespersons and long-term campaigns.

ADV315 Advertising IV
This course continues to emphasize a high level of conceptual thinking as it applies to multi-media campaigns scheduled to coincide with other courses, combining to produce a very complete portfolio. The work program provides the student with the opportunity to experience an actual advertising agency environment.

AIR111 Refrigeration
This course covers the topics of heat: quantity, type, intensity; temperature scale conversion; refrigerant loads; gas laws and properties; system component analysis and selection; refrigeration and heat pump cycles; piping layout; system capacity control; and accessory selection and application. It is also an introduction to the types of systems available.

AIR112 Heat Loads
This course covers basic thermodynamics, properties of material combinations in heat transfer, human comfort, development of heat transfer equations, humidity, psychometrics, building heat storage effect and solar load analysis, building code requirements for H.V.A.C. systems, heating and cooling load determination using A.S.H.R.A.E. procedures and manuals, and equipment selection procedures.

AIR113 Electricity
This course covers electron theory and current flow, magnetism, voltage drop, resistive and inductive circuits, capacitance, D.C. and A.C. supplies including polyphase circuits, inductance and capacitance reactance, impedance in A.C. circuits, and electric motors and their control.

AIR114 Refrigeration Lab
This course is an introduction to refrigeration and air conditioning. It covers materials, tools and instruments, with typical applications; pursuance of projects relating to testing, measurement and evaluation of a variety of systems; and an analysis of typical problems arising and of remedial action required.

AIR115 System Design
This course covers H.V.A.C. system evaluation, static, velocity and total systems pressures, friction, impact, aspiration and turbulence in air flows, fan curves, air duct sizing and layout in residences, and system adjustment and balancing procedures.

AIR116 Electricity
This course covers the development of pictorial and schematic diagrams, basic control circuitry and components found in H.V.A.C. systems, and construction and analysis of ladder schematics incorporating control and safety devices.

AIR205 System Design
This course includes a review of first year design theory. Further investigation of gas laws, tables, and equations are covered, as well as commercial load calculation procedures, using A.S.H.R.A.E. material and code standards, and advanced psychometric analyses, including evaporative and mixed air processes.

AIR206 Controls
Students are introduced to two- and three-wire and proportional control circuitry. A computer-aided drafting program is used to lay out an advanced control circuit. Hands-on lab work involving sections of the circuit studied, together with component explanation, will aid in understanding the system.

AIR207 Refrigeration
This course covers advanced piping applications, including superheat selection, multitemperature systems, lubricating oil-analysis, selection, acids and viscosity, oil flow in systems, heat pump systems, staging and compounding in mechanical refrigeration systems, and water treatment.

AIR208 System Design
In this course "Static Regain" and "Equal Friction" methods of commercial duct design are studied. Topics to discuss include air distribution patterns, air terminals, fan laws, fan performance value construction and selection, water pump characteristics and selection; and system characteristics and operations.

AIR209 Controls
This course is an introduction to pneumatic systems with detailed explanation of construction and function devices in both pneumatic and electrical control systems. Comparison and evaluation is made of control components.

AIR210 Refrigeration Lab
This course covers super heat measurement and adjustment. Topics include multi-temperature applications, piping pressure drop determination, oil analysis, refrigerant analysis and identification, plotting fan curves, and system test procedures.

AIR211 Estimating
This course includes take-offs of mechanical working drawing for ducts, piping and machine room layouts, preparation of bills of materials and costing for light industrial and institutional H.V.A.C. systems; and drafting soles proposals and cost overheads. The use of computer spreadsheets for estimating purposes is also studied.

AIR225 Drafting
This course is an introduction to computer aided drafting (C.A.D.) using "AUTOSKETCH" and "AUTOCAD" variant, to build electrical control schematics. Some accompanying manual drafting will be presented.

AIR301 System Design
In this course all air systems are studied, including: "Terminal Reheat", "Variable Air Volume", "Dual Duct", and "Multizone". Also studied are air and water systems such as "Air Water Induction" systems and "Fan Coil and Unit Ventilation" systems. Detailed design of a medical clinic is included as well as the design project of a commercial office building using a water source heat pump.

AIR306 Computer
This course covers the use of microcomputer and developed software, on an individual basis, in order to: calculate commercial heat loads, develop a commercial air duct design using either static regain or equal friction methods, and select and cost required equipment.

AIR308 H.V.A.C. System Design
This course covers: investigation of "Indoor Air Quality" (I.A.Q.) problems and their resolution; also thermal storage practices and techniques including load shifting, ice making, compressor and equipment sizing and load levelling. There is also a detailed design project of an office building using "Variable Air Volume" (V.A.V.) design applications.

AIR314 Refrigeration
This course includes the development of a computer program to perform refrigeration load calculations, using advanced spreadsheet software. Also studied are the design and layout of various refrigeration systems, including freezers, using C.A.D., the selection and supply of refrigeration equipment, and the operation of "Lithium Bromide" systems and "Ground Source" head pump systems.

AIR315 Energy Management
In this course the operation of programmable controllers in H.V.A.C. systems is studied. Other topics include the development of programs using several different programmable logic controllers (P.L.C.) software programs, as well as conversion from conventional to P.L.C., and the development of P.L.C. programs for building energy conservation purposes.

AIR316 Contract Administration
This course covers: the contracting process; preparing contract proposals and forms; contractual chains and the flow-down process; terms and conditions (clauses and their implications in contract tiers, liens, liquidation and consequential damages, use of bonds, nondisclosure agreements, conditional purchase orders, hold harmless); change order process; claims (notification and documentation); planning processes (critical path and path chart analysis); computer wordprocessing for document production.

ANAT115 Anatomy and Physiology of the Lower Extremities
This course is designed to provide the Chiropody student with a detailed knowledge of the normal anatomy and physiology at the lower extremities. The use of radiographs as diagnostic aids will be discussed.

ANAT111/107 Grass Anatomy
This course focuses on functional skeletal and muscular anatomy, especially as it relates to arthatic and prosthetic fit and function. Also covered is the anatomy and function of all the major joints, blood vessels and nerves.

ANAT117 Oro-Facial Anatomy
A lecture and laboratory course covering basic dental terminology, the development, structure, form and function of teeth, eruption chronology, the functional relationships of the teeth and their supporting structures, and dental anomalies and variations.

ANAT117 Orofacial Anatomy
This course is designed to teach the student basic head and neck anatomy, dental terminology, the three major notation systems, the development, structure, form and function of teeth, functional relationships of the teeth and their supporting structures.

ANAT127 Functional Anatomy and Physiology
The course provides the student with a knowledge base respecting the anatomy of the human hearing mechanism.

AP105
See ELS121

AP105
See ELS119

AP112 Day Care Assistant's Course
This full-year course is designed to improve the student's grammar and essay-writing skills. Also included in the course are practice in journal writing, oral presentation skills, non-judgemental observation, report-writing and media reports on children's issues.

APL534 Electricity for Appliances
This course covers electron theory, sources of electricity, voltage and current resistance. Included are twenty electrical projects that reinforce theory lessons. Emphasis is placed on learning types of circuits and how to interpret pictorial and schematic diagrams. Additional subjects taught are inductance, capacitance and A.C. motors and relays. This course is prerequisite for all other modules.

APL536 Microwave Ovens and Electrical Ranges
This course covers principles of microwave cooking. Construction and operation of common microwave oven types are show. Microwave ovens and related components are available for the student to troubleshoot, peak test, and use for performance evaluations. This format is also used for electric ranges, emphasizing self-clean ranges, troubleshooting and diagnostic methods.

APL537 Basic Refrigeration and Refrigerators
This course covers refrigeration theory, dehydrating the system, and pressure/temperature relationships. Also studied are the compression system, safe handling of refrigerant emphasizing reclaiming and recycling, safe handling and use of the pressitaite torches and equipment, and brazing and soldering projects.

APL538 Freezers and Room Air Conditioners
This course covers building, charging and testing the bench refrigeration system, compressor types and designs, and types of refrigerators and freezers. Also studied are topics of using service manual and troubleshooting, window air conditioner installation and performance testing, and troubleshooting and repair.

APL539 Dishwashers and Clothes Dryers
This course introduces the principles and operation of electric clothes dryers, diagnosing and service procedures to effect their repair, dishwasher principles and operation of various cycles, problems of washability and water, and service and repair procedures.

APL540 Clothes Washers and Compactors
This course concentrates on automatic clothes washers and enables the student to understand their operation, diagnose problems, perform testing and service procedures to make repairs.

ARCH101/102 Mechanical Systems
The student will gain an understanding of the mechanics of heating and air conditioning systems, plumbing and electrical systems.

ARCH110 Materials and Methods of Construction 1
This course provides the student with an understanding and working knowledge of building materials and their properties, their use in construction, and the application of the Ontario Building Code.

ARCH120 Materials and Methods of Construction 2
This course continues the study of building materials and their use in construction, based on the Ontario Building code.

ARCH210 Materials and Methods of Construction 3
This course further acquaints the student with material processes and procedures used in the construction industry. This course is intended to supplement ARDR236.
Prerequisite: ARCH120.

ARCH220 Materials and Methods of Construction 4
This course acquaints the student will R2000 design and construction principles. The elements of working drawings details are reviewed as well as the application the Hot2000 program.

ARCH300 Building Science
The purpose of this course is to introduce the student to the principles of construction methods as related to OBC Part 3 buildings. Particular emphasis is placed on rain-screen and curtain wall details.
Prerequisite: ARCH220.

ARCH301 Architectural Design 1
In this course the student achieves an understanding of building design issues from project conception through to design development. The student will produce a complete design for a multi-use building and present the project to a review panel.

ARCH302 History of Building
This course introduces the student to the history of Western architecture, from the time of the Greeks to the present day. Architectural styles and important buildings in Toranto are examined within this context.

ARCH303 Community Planning
This course deals with community planning issues such as land development and distribution systems. The focus places a land parcel scheduled for development into a perspective relative to the community in which it is situated.

ARCH311 Architectural Design 2
In this course the student explores external issues which influence building design, including jurisdictional and contextual parameters. The student will produce a complete design for a commercial building and present the project to a review panel.
Prerequisite: ARCH301.

ARDR103 Architectural Rendering and Presentation 1
This course introduces the student to the principles and practices of presentation drawing, including plans, elevations and perspective; shades and shadows using delineation techniques; and preliminary colour pencil and marker rendering.

ARDR120 Descriptive Geometry
On completion of this course, the student will be able to visualize a three-dimensional object in multi-view based on the principles of orthographic projection, as well as perform mathematical calculations of the shape and size of an object viewed in space from any angle by graphic layout methods.

ARDR125 Drafting
This course is an introduction to architectural drafting practice. It covers dimensioning, line weighting, lettering, symbols, two point perspective, third angle and orthographic projection, and sketching.

ARDR126 Drafting
This course covers isometric projection, sections and auxiliary views, an introduction to mechanical drafting practice, and an introduction to pipe drafting practice.

ARDR167 Architectural Drafting and Design 1
This course acquaints the student with the conventions of architectural drafting, including linework, lettering, architectural scales and symbols. The student will complete a set of working drawings for a single family dwelling.

ARDR177 Architectural Drafting and Design 2
This course continues the development of skills required to establish and effective means of graphic documentation. Given a set of design sketches, the student will develop and prepare a complete set of working drawings for a residential project.
Prerequisite: ARDR167.

ARDR203 Architectural Rendering and Presentation 2
The student will build on presentation skills obtained in ARDR103. Interior perspective work is highlighted.

ARDR225 Drafting
An introduction to computer-aided drafting (CAD) using autosketch and autocad version 2, to build electrical control schematics. Some accompanying manual drafting is included.

ARDR226 Drafting
This course covers duct layouts, using A.S.H.R.A.E. symbols for heating and cooling, ventilating valves and fittings. Other topics studied are reading mechanical and architectural plans, detailing machine rooms, duct chases and sheet metal fittings, and preparation of plans for detailed layouts of H.V.A.C. systems for medium sized commercial buildings to meet all codes.

ARDR235 Mechanical Installations Drafting 1
This course covers the basic aspects of mechanical systems in buildings, including plumbing, drainage and fire protection.

ARDR236 Architectural Drafting and Design 3
This course introduces the student to modular co-ordination in planning, drawing, construction and building components. This will be accomplished by a case study involving the planning and layout of a partial set of working drawings for a light industrial building, in conjunction with the OBC.
Prerequisite: ARDR177.

ARDR245 Mechanical Installations and Drafting 2
The student continues to develop skills introduced in ARDR235. Topics include heating and air-handling systems.

ARDR246 Architectural Drafting and Design 4
Based on a partially completed set of working drawings of a complex institutional building, the student will produce working drawings and explore interior design issues, including barrier-free design.
Prerequisite: ARDR236.

ARDR247 Computer Aided Drafting
This course is designed to take the student from basic CADD skills to using AUTOCAD and its more powerful features and manipulations in the creation of intermediate drawing and design projects.
Prerequisite: ARDR246A.

ARDR247A Computer Aided Drafting 1
This course introduces the student to Computer Aided Drafting principles and techniques through the use of personal computers. On completion, the student will be able to demonstrate the ability to use AUTOCAD for the generation of simple drawings.

ARDR248 Codes and Specifications
This course enables the student to interpret and understand Part 3 of the Ontario Building code. The student is also introduced to Specifications using a case study co-ordinated with ARDR246.

ARDR301 Computer Aided Design 1
This course is designed to take the student from the basic CADD skills obtained in previous courses to using AUTOCAD's more powerful features and manipulations in the creation of complex drawing and design projects.

ARDR301 Codes and Specifications
This course enables the student to interpret and understand Part 3 of the Ontario building Code. The student is also introduced to Specifications using a case study co-ordinated with ARDR246.

ARDR311 Computer Aided Design 2
This course build on previous CADD courses in exploring AUTOCAD's more powerful features and manipulations. The student will demonstrate the ability to generate complex design and drawing projects.
Prerequisite: ARDR301.

ARDR312 Computer Aided Design 3
Building on previous CADD skills, on completion of this course the student will be able to use AUTOCAD and AUTOLISP to its full capacities in the creation of final plotted drawings.

ARDR514 Drafting Blueprint Reading
This course deals with the use of drafting instruments in the production of three-view drawings. The student will be introduced to isometric drawings of piping symbols.

ARDR515 Drafting Blueprint Reading
This course deals with the study of frame, masonry, and concrete construction regarding construction members, methods of dimensioning sections, details and architectural symbols.

ART100 Foundation Art
See SIGN546

ART201 Pictorial Art
The student develops a basic level of skills in the techniques of pictorial painting as it is practised in the sign industry. The course involves a study of line, tonality and texture, a study of non-linear perspective, monochromatic rendering, posterization, colour blending, painting from photographs and projections and architectural rendering.

ART210 Presentation Art
This course consists of scale sketches and elementary drafting techniques, lettering in perspectives, the representation of building materials, scaled perspective drawings from a plan and elevation, and descriptive text advertising objectives and other features.

AT102 Work Measurement I
This course teaches the basics of work measurement. The special aspects of work in the fashion and apparel industry will be introduced and described. The student will principally study the "Time Study" work measurement technique, using stopwatches and other specialized equipment. Demonstrations will include industry and training videotapes and relevant plant visits.

AT105 Machinery and Equipment
This course introduces the student to the large variety of machinery and equipment encountered in the manufacture of a sewn product. The course also includes discussion of alternative manufacturing methods in keeping with changes in material, styles, patterns and technological advancements.

AT111 Garment Analysis
The student will learn of the intricacies, methods and equipment required to manufacture a variety of apparel products and other related items. By analyzing a variety of products, the student will determine all of the component parts and the production methods used in the manufacturing process.

AT112 Fashion Merchandising I
This course provides the student with the various elements of fashion merchandising, the fundamentals of fashion and basic principles that govern fashion movement and change. Emphasis is on major fashion markets, the planning and principles that are necessary to have the right fashions at the right price and the importance of budgeting and control of fashion inventories.

AT113 Fashion Promotion
This course covers the promation of fashion on all levels, from the raw material producer and apparel manufacturer to the fashion retailer. Emphasis is placed on advertising, including evaluation, image building, budgeting, media planning and creative elements. Basic skills of personal selling are highlighted.

AT122 Fashion Merchandising II
This course highlights the planning, designing and merchandising of a fashion store to reflect its marketing personality. It covers location, design principles, colour theory, signing, layouts, fixtures, allocation of space and visual merchandising. The student will create and design an original fashion store using the principles learned in the course.

AT141 Apparel Technology I
This course is designed to enable students to develop manufacturer awareness in the construction of block modules, samples and a study of specialty techniques. The student will use this knowledge with the pre-cut skirt and pre-cut pant.

AT142 Apparel Technology Pre-cuts/Samples
The student will construct skirt and bodice blocks using proper industrial sewing techniques, with emphasis on layouts and fittings. A series of blouse and leather samples are introduced to raise manufacturer awareness and help the student in adopting apparel details for creative design.

AT151A Work Measurement II
This course continues the development of skills from the first level introduced in AT100. The course concentrates on the development of work standards using standard data analysis methods of apparel operations. The student will study MTM, MOST and work sampling from videotapes and related industry materials.

AT153 Apparel Technology II
This course focuses on the advanced and applied techniques of garment construction. The student will select the appropriate materials and fabrics when constructing an original skirt, blouse and pants.

AT154 Apparel Technology
Sewing skills are further developed through an in-depth study of the construction of the pre-cut blouse. The student will select appropriate fabrications and construct a pant co-ordinate of their own design to further their creativity.

AT193 Fashion Retail Management
This course deals with the operation of a fashion store on campus. It is designed to provide the student with practical experience in the daily operations of a fashion business. The students will organize their own business and take specific management responsibilities for various departments within the business, including buying, accounting, advertising, visual merchandising and operations.

AT200 Quality Control
This course will enable the student to understand the concepts of quality in apparel products. It will concentrate on the establishment of fabric and product specifications, in-process product inspection and assessment and finished product evaluation.

AT203 Garment Casting I
This course provides the student with the knowledge required to develop, establish and understand the costs involved in the manufacture of a sewn product. The student will prepare flow charts and develop and adjust pay rates, performance reports and excess cost reports.

AT205 Foshion Merchandise Buying
This course emphasizes the current policies and procedures in fashion buying and merchandising, highlighting the skills buyers need to make complex decisions for successful purchasing. Careful attention is given to knowing what to buy, in what quantities, from whom and at what time and particular attention is given to decision making functions and techniques for more advanced merchandising.

AT221 Apparel Marketing
This course provides an intensive review of modern marketing functions, procedures and techniques for the fashion industry. It focuses on the development of an effective marketing strategy based on demographic, economic and competitive factors. Consumer behaviour, marketing opportunities and market segmentation are studied in selecting an appropriate marketing mix.

AT243 Apparel Technology IIIa
This course focuses on the use of industrial sewing machines in the manufacturing environment. Employing industrial methods, a variety of dress samples such as gussets, zippers and plackets are constructed, followed by a pre-cut dress of classic styling.

AT246 Apparel Technology IIIc
This tailoring course begins with such samples as the continental patch pocket, double jet pocket with a flap, notched collar and bound buttonholes. A pre-cut coat is constructed, complete with interfacing and linings and work will begin on a pre-cut jacket.

AT250A Garment Casting (Computer Oriented)
The student is introduced to the preparation of different types of cost sheets and the costs associated with materials, lindings, labour and a variety of overheads encountered in determining the cost of a product. The course also covers setting up a budget, budgetary control and cost-volume-profit analysis.

AT261 Apparel Marketing Advanced
This course expands the study of marketing with more advanced marketing principles and concepts. The student will develop an effective marketing mix, paying particular attention to product management, price setting, sourcing, selection of distribution channels and international marketing. The student will participate in case study preparation and decision making using marketing principles.

AT262 Production Management
This course continues the skills from PROD200 production scheduling by developing those aspects of material requirement planning (MRP) needed for production and the just-in-time methods used in the fashion industry.

AT263 Apparel Technology IVa
The student will convert original style ideas into a finished evening, after five, or bridal gown. Such techniques as trapunto, quilting, cording, applique, embroidery, pleating, beading, boning and lace may be incorporated into the garments.

AT264 Apparel Technology IVb
The student will complete the pre-cut jacket, utilizing industrial sewing and fusing machines. The student will select the appropriate materials and trimmings for the career dress, cut the fabric, assemble and finish the garment.

AT265 Apparel Technology IVc
The student will create a coat ensemble or a three piece suit, along with accessories. The student will be taught to purchase suitable fabric for designs, to test and select the correct interfacings and to use industrial construction techniques.

AT266 Production Applications
This course combines the methods and techniques in PROD200 and AT262. Using computers and the necessary software, the student will present case studies in forecasting, aggregate planning, inventory control and material requirement planning and find solutions to industry related problems. "What if" situations will be discussed and analyzed.

AT272 Management Strategy
This course will coordinate and review previous management and corollary courses to enable the student to identify appropriate business policies and opportunities useful in determining the most effective business strategies under existing market environments.

AUD150 Audit Relevant Course
An audit of courses within the Fashion Division that may be of interest to the student.

AUD500 Audit Relevant Course
This course consists of independent research an equipment, work aids, techiques, production methods or other operations to improve skills in solving technological problems in sewing technology.

AUD510 Audit Relevant Course
See AUD500

AWC100 Women, Race and Class
This course helps students in the Counsellor/Advocate for Assaulted Women and Children program to gain an awareness of how the construction of gender, race and class is connected and used to maintain the subordination, oppression and exploitation of various groups within Canadian society, and in particular, women.

AWC102 Psychology of Women
This course deals with issues regarding the psychology of women based on personal perceptions and experience, feminist psychological theory and current research data.

AWC106A
This course examines the way in which the oppression of women is structurally maintained. The components of feminist theory are examined in order to explain how feminists view the institutionalized oppression of women within a context of anti-oppression work.

AWC108 Intro to Violence Against Women and Children
Students become familiar with the issues and various aspects regarding specific forms of violence. One purpose of the course is to provide resources and information necessary to develop an analysis and critique on the issues of violence against women and children. This course encourages examination of the complexity of the issue in relation to socio-economic and political systems.

AWC109 Wife Assault - Social and Political Issues
The first semester is devoted to the exploration and feminist analysis of violence against women. The course examines how violence is tolerated by society (myths and reality) and how this affects the lives of women.

AWC113 Gender Identity Development
This course considers the impact of socialization upon women throughout their lives and the many factors that interact to produce women's various identities. It examines biologically and socially based sex differences.

AWC115 Field Work Seminars I, II, III
Students have an opportunity to meet weekly with other students and with a faculty member in a small group, for discussion, problem solving, and mutual support with regards to field placement.

AWC117 Incest and Child Sexual Abuse - I and II
The course is designed to help students gain a general understanding of the social context of sexual obuse, as well as counselling issues and skills for direct service work.

AWC119 Women and the Law I and II
This course examines the concepts of justice and law as they affect our lives as women. It examines the ways in which the legal system deals with violence against women and children. It develops advocacy skills to enable us to assist women who are involved with the legal system.

AWC121 Group Process I and II
This course enables students to gain awareness of their own interpersonal style in a group context. It develops their group communication skills and provides time for reflection and support for students' experience in the Counsellor/Advocate for Assaulted Women and Children program.

AWC122 Introduction to Feminist Counselling
This course introduces students to the history, theory, and value systems of feminist counselling. It examines the sources of women's emotional distress and the meaning of women's symptoms. Students explore their own values and biases and how these may interfere with their work as feminist counsellors.

AWC123 Inter-Cultural Communications
This course enables students to improve verbal and non-verbal communicaion skills with women and children from different cultures. It develops an awareness of how various tensions within groups lead to ineffective communications.

AWC124
See AWC121

AWC201 Group Process and Leadership
This course enables students to understand group dynamics and to develop the skills of effective group leadership.

AWC202
See AWC119

AWC206
See AWC117

AWC207 Feminist Counselling Skills, Theory and Practice
This course explores the role of the feminist counsellor, the dynamics of the feminist counselling relationship and how we actually integrate the philosophy of feminism into our work as counsellors. Extensive role-playing practice is used to help students learn both general and feminist counselling skills.

AWC209 Feminist Political Action
Students come to understand feminist political action as a tool of community development, and the course increases students' awareness of their own parential political activism.

AWC210
See AWC209

AWC211
See AWC201

AWC214 Child Witness of Wife Assault
This one-semester course provides the students with an opportunity to explore a range of issues affecting children whose mothers are being assaulted in their homes. Students develop skills to deal with these issues.

AWC215
See AWC115

AWC225
See AWC115

BAR504 Bar Management
In this course, the student learns basic management strategies for running a successful and profitable bar-from hiring the right staff to pricing the menu.

BAR505 Bar Accounting
See ACCS76

BAR506 Beverage Theory and Wines
See VIN201

BIND100 Binding and Finishing
This course introduces students to programmable guillotine cutters and basic cutting, the 17 1/2" x 22 1/2" and 20" x 26" Baum folders and basic folding, operation of the Bastitch 19E hand stitcher, operation of paper drill and round cornering, and basic hand binding, foil stamping and handling materials.

BIND200 Binding and Finishing
This intermediate course includes cutting, folding and the operation of the Mueller Gathering machine and the Mueller Automatic Stitcher/Trimmer. It also provides an introduction to Cerlox and thesis binding, adhesive binding on the Mueller Pony 5 Rota-Binder and job planning.

BIND300 Binding and Finishing
This course covers programmable and computerized cutting machines. It discusses and shows different types of knives and knife changes. The 17" x 22" and 20" x 26" Baumfolders are also used for slitting, scoring and perforating.

BIND305 Binding and Finishing
This course covers a variety of handbinding operations which incorporate design with the ability to work with the hands. The course involves the use of leather, vinyl, cotton and satin, as well as conventional book coverings and also deals with decorating a book with brass plates and brass or silver corners. Some book repairs are possible as a result of this course. Paper, paper grain and adhesives are also taught through the course.

BIND310 Binding and Finishing
This course teaches the Perfect Binder used in the production of pocket novels, the use of adhesives and paper and paper grain. The gathering machine will be used in conjunction with the binder.

BIND320 Binding and Finishing
This course covers advanced folding on the 26" x40" Baumfolder and the Stahl Combination folder. Two different feeder systems are employed on these machines.

BIND330 Binding and Finishing
This course teaches the Mueller Stitcher Trimmer along with knife changes and maintenance. The Bostitch hand stitcher is also used and dismantled for an understanding of how a stitcher head works.

BIND340
See BIND305

BIND350 Binding and Finishing
This course teaches the set-up and use of the Kobar Heat Sealer, offering a complete review of all machines, maintenance and theory relating to bindery. Possible production may be done during this course.

BIND542 Binding and Finishing
This course involves the operation of a small folder, paper drill, padding procedures and the operation and programming of a computerized guillatine used for cutting paper.

BIO104 Microbiology
This course is designed to give the student an overview of the basic principles of microbiology. It includes an introduction to body defenses against microbial invasion, infectious disease and antimicrobial methods. The process of infectious control and sterilization procedures is also covered.

BIO116 Anatomy and Physiology
This course provides the student with a comprehensive understanding of the structure and function of the body systems. The course examines the interaction of these systems in maintaining homeostasis.

BIO118 Microbiology
This course is designed to give Chiropody students an overview of the basic principles at microbiology. It will include an introduction to infectious diseases of the feet and the body's response to microbial invasion.

BIO121 Biological Science - Human Biology
This course is comprised of three areas of study:
Human Biology - a basic knowledge of the normal structure and function of each body system is presented.
Microbiology - course content is selected to provide an understanding of the prevention of the spread of micro-organisms in relation to the individual, health care agency and community.
Nutrition - the emphasis is directed to the basic nutritional requirements based on Canada's Food Guide. Basic principles of nutrition are related to the maintenance of good nutritional status.

BIO122 Introductory Biology
This course is offered in Semester I of the Chiropody program and is intended to serve as a basis for the advanced study of physiology in semester II. Topics include: major organ systems, physiological mechanisms of disease and treatment planning.

BIO129 Biology: Human Anatomy and Physiology II
This course provides the student with a comprehensive understanding of the structure and functioning of the body systems. It is designed to provide the framework necessary for an understanding of pathophysiology.

BIO202 Biomechanics I
This course will provide the students with the knowledge and understanding of biomechanics necessary for the diagnosis and management of conditions with a biomechanical basis.

BIO208 Clinical Microbiology
This course will build on the general microbiology principles introduced in semester I microbiology to apply to specific bacteria, fungi and viruses that infect the foot.

BIO212 Biomechanics II
This course is offered in a series of lectures and labs. Its aim is to develop the students' understanding of the various misalignments which can occur in the foot and leg.

BIO513 Biology
This course deals with biology more specifically than students encountered in SCS30. It includes life and society, cell structure, organisms, reproduction, inheritance, and the origin of living systems. There are also laboratory experiments included.

BIO523 Biology
This course is the second in the series. It is mostly human biology. It includes nutrition, cardiovascular system, gas exchange, neural control, musculoskeletal system, endocrine system, and reproduction.

BIO700 Biology for Pre-Health
Introduction to human biology and physiology. Emphasis is on how the structure of the human body determines the function of the parts.

BK101 Baking Basic
In this course, the student learns to perform the basic baking skills which may be required to function as a cook. The student learns to read and follow a recipe, and produce a finished baked product.

BK102 Baking Advanced
In this course, the student continues to produce a variety of baked products using hand tools and equipment and following standard recipes. The emphasis is on producing a finished product that meets professional standards in the industry.
Prerequisite: BK101.

BK203 Baking III
In this course, the third-semester culinary student continues to apply skills to the preparation of baked products. In addition, the focus is on professional standards in the production of pastries and related items.
Prerequisites: BK101 and 102, BKT101 and 102.

BK204 Baking IV
In this course, the fourth-semester culinary student continues to learn how to produce baked products which are recognized internationally. The emphasis in this course is on cakes and desserts.
Prerequisites: BK101 and 102, BKT101 and 102.

BK400
This three-week practical course will feature traditional Italian desserts, bread and roll craft, as well as cake making and decorating.

BK501 Baking Basic
See BK101

BK502 Baking Advanced
See BK102
Prerequisite: BKT501.

BK502A Baking Advanced
See BK102
Prerequisite: BK501.

BK550 Bakery Formulation
This course includes a discussion of bakery formula calculation of the baker's percent and preparation of formulae for different batch sizes.

BK551 Ingredients
Students in this theoretical course study the ingredients used in commercial baking such as shortenings, leavening agents, milk, eggs, flours and sugar, or other ingredients.

BK552 Fermentation
This course covers the theory of fermented baked products including the ingredients responsible for fermentation, effects of fermentation on the final product and the control of dough temperature during fermentation.

BK553 Straight Dough
This course covers the theory of fermented breads such as Italian, French, white pan, egg type, whole wheat, and Vienna bread.

BK554 Variety Fermented Goods
This course includes the theory and practical production of Danish dough, sweet dough, yeast raised donuts and other variety goods.

BK555 Pies, Sweet Paste and Puff Paste Goods
This course gives students the ability to understand the ingredients and techniques to produce high quality pies, sweets, paste and puff paste goods.

BK556 Cookies
This course provides the student with a theoretical and practical understanding of the various formulae and methods of preparation of cookies for the industry, including ice box, florentines, macaroons, almond drop cookies, lady fingers, coconut squares, and other products. Basic elements of decorating are covered.

BK557 Cakes and Creams
This course provides the student with a theoretical and practical understanding of the formula methods of preparation of specialty cakes including: sponge, batter type, festive and birthday cakes, European specialty cakes such as sacher, linzer, Italian, German creams such as black forest cake, moose cakes, chiffon, and cheesecakes.

BK558 Muffins and Tea Biscuits
Students learn the theory and preparation of quick breads, including a variety of muffins and tea biscuits.

BK560 Formulation
This course continues on from the basic formulae learned in semester 1 of BK550 and introduces the student to more complex formulae, including calculation of these formulae in differing batch sizes.

BK561 Flour and Sugar
In this theoretical course, students learn the history, source, production methods and use of various types of flour and sugar as used in the baking industry.

BK562 Cakes
In this course, students learn the theory and practical production of cake preparation for batter type, foam type, chiffon cakes, and others.

BK563 Breads and Rolls
In this course, students learn to produce high quality bread and rolls using the correct bakery equipment for mechanical manufacturing processes of fermented products.

BK564 Pastry and Choux Paste
This course builds on the techniques learned in BK555 and teaches the theoretical and practical methods of producing a further variety of pastries and paste items.

BK565 Puddings and Desserts
In this course, the student learns the production of Bavarians, mousses and other desserts.

BK566 Decorating, Specialty Work
From this course the student will be able to describe the fundamentals of decorating and be able to apply these fundamentals to the decorating of selected items.

BK701 Baking Basic
See BK101

BK702 Baking Advanced
See BK102

BKT101 Bake Theory Basic
This course provides the theoretical background necessary for the practical baking courses. The student learns about baking ingredients, what they are, and how and why they function as they do in the baking process.

BKT102 Bake Theory Advanced
In this course, the student continues to study techniques used in baking, focusing on the finished product. Specifically, the focus is on breads, pastries, cakes and desserts.
Prerequisite: BKT101.

BKT501 Bake Theory Basic
See BKT101.

BKT502 Bake Theory Advanced
See BKT102

BKT701 Bake Theory Basic
See BKT101

BKT702 Bake Theory Advanced
See BKT102

BT112A Graphic Interpretation
Equipment, lettering linework, two dimensional drawing and three dimensional drawing are studied. This course covers types of drawings, symbols and blue print reading of various types of residential working drawings, with constant reference to the Ontario Building Code and current construction methods.

BT114 Introduction to Commercial/ Industrial Construction
The student will acquire working knowledge of preliminary job planning, work methods, materials and equipment involved in the below-grade portion of structures. Cross-references to the Ontario Building Code and Act throughout. This course covers project plans, drawings, project team, site investigations, excavation and equipment.

BT118 Construction Materials I
This course studies concrete and its components (cement, aggregates), factors determining strength and durability, the influence of curing and weathering, and the performance of common field tests on concrete.

BT119 Site Surveying I
This is an introduction to surveying. Covered are fundamentals of plane surveying with practical use and care of surveying equipment, types of surveys, horizontal and slope measurement, precision and corrections, differential levelling, angular measurement and basic principles of residential construction surveys.

BT120 Construction Materials II
This course looks at masonry, wood, lumber, insulation materials, glass, metals (steels and alloys), plastics, roofing, etc. with regard to manufacturing, physical properties, structural properties, nomenclature, classification, and construction practices.

BT123 Introduction to Residential Construction
This course looks at residential framing techniques and residential drawing practices with constant references to Part 9 of the Ontario Building Code. Reviewed are conventional floor, wall, ceiling and roof framing, framing drawings and architectural drawings. Quantity surveying is introduced.

BT126 Introduction to Computers
This is an introduction to the use of DOS-based micro-computers, through the use of a commercial word processing program and a spreadsheet program. On completion of this course, the student will be able to produce a suitably laid-out wordprocessed document and be able to set up a simple budget and/or a simple estimating system.

BT127 Structural Steel I
This course introduces classification of structures with respect to materials and geometry, fundamentals of structural steel structures, CISC handbook of Steel Construction, drawing interpretations, and basic analysis of loads, forces, stresses and moments in accordance to CSA-S16.1-M89 and the Ontario Building Code.

BT12B Site Surveying II
Fundamentals of plane surveying and practical use of surveying equipmentare covered, including distance measurement and corrections, profile and cross-section levelling, contours, gradients, quantity methods, angular measurement, fundamentals of municipal road and sewer design construction surveys and site layout surveying.

BT129 Reinforced Concrete I
The student is introduced to reinforced concrete structures, design and drawing techniques, including loading conditions, forces and resulting stresses in concrete members and reinforcing steel, analysis and detailing of simply supported concrete floor slabs and beams. Reference is made to Ontario Building Code, CSA-A23.3-M84 and RSIO reinforcing standards.

BUS123 Company Organizion-Business Regulations
This course is intended to introduce the student to the various business structure alternatives, their advantages and disadvantages, and business law as it applies to the activities of small business including contracts, torts, agency and franchising, bailment and consumer protection.

BUS124 Microcomputers in Business
This course is designed to provide hands-on experience in the use of commercial software using microcomputers in the application of financial, inventory and purchasing controls. The focus is on the use of the microcomputer as a tool by the owner/manager.

BUS127 Health Information Management-Theory I
This course enables the student to identify the purpose and components of a health record; assemble a record; identify the numbering, storage and filing systems in use; use the patient index to locate specific records; identify methods of record control; identify legal and accreditation standards for health records; and conduct a quantitative analysis of a record according to specified format.

BUS133 Microcomputers in Business
This course provides an introduction to Lotus 1-2-3. The student attains mastery through a series of laboratory activities and assignments. During the latter half of the course students work in groups on projects pertaining to a variety of specific business disciplines.
Prerequisite: IS115.

BUS139 Medical Office Procedures I
This course outlines the qualifications and responsibilities of a medical office administrator and provides a brief history of the medical profession. The course describes the role of the holistic approach to medicine and outlines administrative systems management, medical scheduling systems and the importance of time management.

BUS140 Microcomputers in Business
This course is designed to enable students to access spreadsheet software (LOTUS 1-2-3) and to perform the functions required to create and enhance a worksheet; create and print graphs; use and manage large worksheets; create and use databases; and create and use macros.

BUS143 Machine Transcription
This course will concentrate on the skills required to operate an electronic transcription unit, to develop and retine proofreading and grammar skills, to use proofreaders' marks to indicate corrections and to produce mailable documents by transcribing from prerecorded tape.

BUS144 Medical Terminology I
This course allows the student to recognize and explain the meaning of medical terminology as it occurs in the medical environment, whether written or spoken. The course will demonstrate a knowledge of the formation of medical terms and the shape, structure and function of the human body and its parts.

BUS152 Industry Overview
This course enables students, through practical exercises and role-play of brokerage firms, to acquire an overview of industry operations, corporate finance (mergers, acquisitions), trading (bonds, money market), rules and regulations of the industry, retail sales, mutual funds and R.R.S.P.s.

BUS153 Financial Management and Analysis I
This course introduces the student to financial statements with emphasis on financial analysis of the balance sheet, the income statement and combined market ratios. Financial concepts in the areas of securities availability and valuation, investing, inflation, value of money and financial markets will be addressed.

BUS156 Faculty-Directed Conodian Securities Study Course
The primary purpose of this course is to ensure that the student develops the self-discipline and motivation required to work towards the completion of the Canadian Securities Course. The student, with the guidance of a faculty advisor, will work on assignments as required for submission to the Canadian Securities Commission.

BUS157 Financial Management and Analysis II
This course will enable the student to understand short-term financing sources, dividend policy and retained earnings, issuing securities, earnings, long-term financing sources, preferred and common shares, convertible securities and warrants and international finance.

BUS158 Business Law
This course will provide the student with an overview of the Canadian legal system. Emphasis will be placed on the law of contracts, particularly in relation to such investment areas as joint accounts and margin agreements. It also examines the various devices used to secure debt and problems of the insolvent debtor.

BUS159 Business Laboratory I
This course will complement and augment the student's exposure to previous programs on fashion merchandising, providing a real world exposure to the many challenges faced in the merchandising field. The fashion store's weekly results in sales, inventory, profit and cover, markdowns, and opening will be analyzed and discussed. The student will build a portfolio and present research assignments.

BUS174 Faculty-Directed Conodian Securities Study Course
The student, with the guidance of a faculty advisor, will complete the assignments as required for submission to the Canadian Securities Commission in preparation for writing the Canadian Securities examination.

BUS185 Managing Your Job and Yourself
In this course the student will learn how to plan a daily routine incorporating time management tools and techniques and how to manage the broker's time. The student will learn how to monitor and evaluate the results of a specific decision, organize the work station for efficient job performances and control concurrent tasks.

BUS188 Document Preparation
This course will concentrate on the skills required to check facts, to spell correctly and to prepare complete and correct final copies of all types of documents used in a business office.

BUS191 Procedural Analysis
This course introduces the student to the ten basic functions of business and how those functions interrelate. The student will analyze and track problems in a system and provide a flowchart for information flow between functions. Information flow in a paper-based and paperless office is examined.

BUS200 Business Laboratory II
This course continues the student's exposure to the real world of merchandising with the operation of College Creations. There will be exposure to more advanced principles intended to fine tune the student's understanding of the merchandise field. Emphasis will be on sourcing and market research by the student.

BUS235 Health Record Administration-Theory III
Given appropriate learning experience, the student will identify the benefits and problems of the Canadian health care system, state the role accreditation plays in setting standards and identify the components of a quality assurance program.

BUS237 Retail Strategies
This course is designed to provide an understanding of the components making up a successful retail establishment including customer focus, site selection, store design, dealing with suppliers, pricing for profit and managing.

BUS238 Business Case Studies
The student works with other members of a team to solve business cases appropriate to the point reached in the program to demonstrate ability to analyze and solve cases and defend solutions with appropriate techniques and skills.

BUS239 Effective Selling
Students are assessed on their ability to demonstrate a basic understanding of the sales function, successful selling techniques and how customers decide what, when and where to buy.

BUS240 Using the Personol and Business Computer
In this course particular emphasis is placed on the use of microcomputers and appropriate software to deal with a variety of business functions. It includes an understanding of computer files, databases, database management systems, and controls and system studies for effective accounting information systems.

BUS242 Behavioural Science in Business
This course provides an introduction to human relations including the historical roots of human relations, the language of communication, creativity, the decision-making process, leadership and employee union relationships.

BUS24B Health Record Administration-Lab III
This course constitutes a directed clinical practice in the health record department of a health care facility where the student gains the practical experience that is associated with the structured academic program.

BUS270 Medical Terminology II
This course continues the development of terminology introduced in BUS144. It will concentrate on the formation of medical terms, including suffixes, prefixes and combining forms; and abbreviations, surgical terms and diagnostic terms relating to the body systems studied.

BUS271 Computer-aided Transcription II
This course enables students to utilize computer assistance producing accurate, timely transcripts and encourages clean, conflict-free shorthand notes.

BUS273 Medical Office Practice III
This course teaches the student to complete travel arrangements, prepare itineraries, arrange meetings, prepare agendas, produce minutes, complete various medical accounts and various related forms and to complete other financial procedures such as preparation of payroll and the listing of cash disbursements.

BUS274 Medical Terminology III
This course continues the development of medical terminology introduced in the first year.

BUS277 Court Procedures-District Court
This course introduces the student to the function of the provincial court system, the placement of the court officers, the setting up of official court transcripts and the terminology and jorgon surrounding court work.

BUS2B1 Advanced Computer Topics
This course enables the student to better understand computer functions by developing programming skills in BASIC. The student's control of the microcomputer environment is improved through the use of DOS and database management software (dBASE III Plus) to store, update, and retrieve data and to produce reports and mailing labels.

BUS320 Organizational Behaviour-Theory
The student will demonstrate through class discussions and in written assignments his or her knowledge of Organizational Behaviour including: decision making; conflict and conflict resolution; behavioural techniques; motivators; ethical awareness; and equity considerations and implications.

BUS321 Financial Management
This course covers the goals and functions of financial management within the Canadian business environment. The major topic areas include: techniques of financial analysis; forecasting; leverage; working capital management; short-term financing; and international financial management.
Prerequisite: ACC100 and ACC117 or ACC102.

BUS324 Canadian Business Policy and Strategy
This course covers policy formation and strategic planning and its relationship to total business organization. The course will analyze the Canadian business environment with respect to the legal, political, economic and social constraints. Students will discuss social responsibility and business ethics in detail.

BUS326 Faculty Directed Research I
The primary purpose of this course is to ensure that the student maintains or enlarges his or her knowledge in the area of marketing, as taken in previous semesters, and to develop the self-discipline required to work without close supervision. The student works with a member of the faculty to decide upon a major project in the student's area of expertise, which the student carries out as an out-of-class assignment, using the faculty member as a guide and resource person. Most students work as consultants to small companies, using the fall semester to gather background data.
Prerequisites: ACC203, 204, 205, and 222.

BUS327 Faculty Directed Research II
This course provides an understanding of and practical applications for the dBase III+ software programme as it applies to the management and manipulation of large amounts of dat. The course also extends the student's experience in the case study method of problem-solving, by having the student research and discuss business-related problems with owners and managers of small business.
Prerequisite: BUS326.

BUS334 Managing Organizational Behaviour
Using case studies and classroom simulations, the student will demonstrate his or her ability to analyze, strategize and direct situations within organizations which call for motivational skills, change skills, communication skills and leadership skills.

BUS515 Work Experience
The work experience component of STEP is designed to provide the student with the opportunity to demonstrate newly acquired skills in an office. After the first month, the student attends workplace two full days per week. Emphasis will be placed upon the ability to perform well in a regular work situation with others in a small or large office. Regular monitoring and evaluation ensure the success of the workplace component.

BUS519 Business Applications on a Microcomputer
Course covers: history of computers and office automation, impact of computers on today's society. Student will activate working knowledge of two business software applications-an electronic spreadsheet (Lotus 1-2-3), and a data base management system (dBase IV). In addition, a unit on DOS (Disk Operating System) will be covered in order that the student may feel comfortable working in a directory, sub-directory, hard-drive, network system.

BUS531 Life/Job Skills
The student will learn skills necessary to obtain and keep a job and manage the demands of home and family. The course ends with an intensive job search component including resume preparation and interview skills.

CAD203 Computer-Aided Design I
After initial theory lectures, the student follows an individually-paced program in the form of modular projects using the AutoCAD application. Topics covered include basic 2D principles, block and file management.

CAD213 Computer-Aided Design II
Continuation from CAD203. Students are introduced to further advanced features of the AutoCAD product.

CAD231 Computer Aided Drafting
The student will be introduced to Computer Aided Drafting using AutoCad, and will learn to create a drawing, edit, erase, redraw and restore some. Other topics covered include magnifying, reducing, plotting, creating circles, arcs, ellipses and tangents, and create title blocks.

CAD3640 Computer Aided Drafting II
This is a continuation of CAD231, with emphasis put into the drawing of a subdivision, transposition and translation of items within the drawing.

CAM100 Photomechanical Reproduction
Basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, fine line and halftone negatives, application of filters and panchromatic film and making photographic contacts and duplicates. Film is processed manually and in film processing machines. Theory includes that of photographic mixes, light sources, film emulsions and processing chemicals. Separations for process colour are introduced.

CAM200 Photomechanical Reproduction
Advanced course in halftone photography using lith and rapid access film and processors and including the operation, maintenance and control of film processors and use of densitometers. Dot gain and percent dot densitometers. Also covered are the calibration of various types of contact screens to camera and processing conditions, making duotones and other special effects, the use of exposure computers, set-up of automatic/computerized camera controls, and further study of colour separation procedures using a colour scanner.

CAM300 Photomechanical Reproduction -Tone Reproduction
This course covers the study of tone reproduction for printing processes, including the manipulation of tones, the characteristics of the press, paper, plate, film, processing conditions and the copy to achieve optimum reproduction on the printed sheet. Practical application includes the use of process cameras, enlarger, contacting and other equipment, densitometers and film processing machines.

CAM310 Photomechanical Reproduction -Colour Separation
This course is designed for the student with extensive line and halftone photography experience. The course covers basic colour theory, indirect colour separation procedures by various methods, colour correction by photographic masking, and making screened negatives. The operation of necessary equipment is included.

CAM320 Photomechanical Reproduction-Research
This course involves writing a detailed technical report on various processes, new equipment and procedures currently available and in use in the graphic communications industry. Daily and weekly visits to various plants in the greater Toronto area are arranged to provide for industrial background. Rotogravure cylinder preparation, electronic page make-up and retouching, integrated pre-press systems, transmission reproduction, and computer operated photocomposing may be studied on plant visits.

CAM330 Photomechanical Reproduction -Colour Scanner
This course is designed for the student with extensive line and halftone photography experience. The course introduces colour theory as it applies to process colour printing, colour scanner principles and operation, proofing, evaluation of colour and future trends. Also included is the study of tone reproduction, colour correction, detail enhancement, undercolour removal and various other effects for transmission and reflection copy. The operation and use of film processors and densitometers related to process colour is also covered.

CAM534 Process Camera Operation
This course covers the operation of the process camera, horizontal and vertical, manual and computerized. Theory of film emulsions, light sources, processing solutions and photographic lenses is emphasised.

CAM547 Photomechanical Reproduction
A basic course for black and white process cameras, covering the operation of various types of graphic arts cameras and related darkroom equipment for line negatives, halftone negatives and duotones. The course includes the use of contact screens, film processors, and colour scanners.

CAR500 History, Regulations, Health and Safety
Familiarizes the carpentry student with trade history and current regulations and develops a working knowledge of safe use of equipment, safety procedures, rigging and emergency first aid.

CAR501 Materials and Supplies
A study of materials commonly used in construction by carpenters. Both synthetic and natural materials are examined, including plastic laminates and common woods. This course also looks at rough and finished hardware and adhesives.

CAR502 Plans, Specifications, and Codes
A study of fundamental drawing techniques, including symbols, dimensioning, and line types. A series of instrument drawings are developed. Interpreting and understanding of the Ontario Building Code.

CAR503 Estimating, Calculations and Layout I (Basic)
Fundamental laws and methodology of basic construction layout and geometry. Calculations entail a working knowledge of whole and decimal numbers, fractions, decimal conversions, decimal feet, metric system, calculator use, roots and exponents, Pythagorean Theorem, perimeter, area and volume, and percentages.

CAR504 Hand and Power Tools
Carpentry students learn proper selection and use of hand and power tools while performing a series of woodworking projects.

CAR518 Plans, Specifications and Codes II
The carpentry student interprets and draws fundamental residential blueprints.

CAR519 Intermediate Trade 2
This course covers the application of basic geometry me..ods with respect to roof developments. Students estimate quantities of materials from plans in order to develop the ability to itemize materials, unit costs, and total costs for a simple job.

CAR520 Residential Construction
This course covers the development of residential house construction techniques from the ground up, with constant reference to the Ontario Building Code.

CAR533 Commercial Construction
This course features the development of commercial construction techniques according to the Ontario Building Code.

CAR534 Advanced ECL 3
Following CAR519, this course is a further development of technical descriptive geometry that enables the student to solve related problems in the construction industry.

CAR535 Commercial Construction
This course covers the development of commercial construction techniques from concrete forms to acoustic ceilings.

CARE900 Communications
This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and nonverbal communication along with the effective use of English is emphasized.

CARE901 Biological Needs
Students will be introduced to normal body processes and physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

CARE903 Social and Emotional Needs
This course examines the basic social and emotional need of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

CARE908 Personal Care
This course is a combination of theory, demonstration and student practice. Students learn the basic principles of personal care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities.

CARE909 Activation and Ambulation
Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practice. Students learn how to apply these skills in a variety of situations.

CARE910 Clinical 3
Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status are eligible to apply for exemption from this course.

CC500 Support Group
Twenty unemployed workers age 45+ meet daily in a workshop. With a career counsellor as facilitator, they examine and discuss the effects of unemployment, conduct self-assessment exercises, examine skills and accomplishments and put career opportunities into perspective. The group provides an opportunity, through sharing and group problem-solving, for participants to gain confidence while working through their own mid-life career issues.

CC501 Vocational Exploration
Each of the twenty participants benefits from vocational assessment which includes examining interests, aptitudes and personality. Blended with this approach is instruction in conducting vital career research using career resource centres and directories in the city. The objective is to focus on available career and life-style options using a variety of proven and creative techniques.

CC502 Job Search Techniques
Each of the 20 participants becomes involved in preparation for reemployment, which includes consideration of a career change. A priority is refining and improving the tools necessary to successfully market oneself: preparation of resumes and supporting written material, and conducting employment and interview techniques.

CC503 Community Resources
To prepare for re-employment or plan for retirement, requires an awareness of opportunities. Participants focus of life skills, how to handle employment and leisure time through exploration of personal values. Community, cultural, educational and recreational resources are explored. A one-day outing is encouraged which is planned by the group.

CCN400 Critical Care Nursing Theory & Lab General
This course provides care nursing theory and skills essential for the registered nurse caring for a critically ill patient. Nursing skills are practised in classes and clinical settings.

CCN401 Critical Care-Pathotherapeutics
Content is based upon the care concepts of biodynamics, stress, adaptation, deviations in relation to the vital systems.

CCN402 Critical Care Nursing - Practical-General
This course provides for the clinical application of theory and skill obtained in critical care nursing.

CCN403 Critical Care Nursing-Theory-Advanced
Focus in this course is upon the development of the knowledge and skill necessary for the registered nurse to care for the unstable critically ill patient with multisystem problems in a sophisticated critical care setting.

CCN404 Critical Care Nursing - Practical-Advanced
This course provides for the clinical application of theory and skill obtained in CCN403.

CD1000 Life Skills I
Life Skills stresses interpersonal communications and promotes the development of a well rounded person. Working with a certified life skills coach in small group sessions, the following topics will be covered: goal setting, assertiveness, coping with stress, sexuality, interpersonal relations and dealing with anger.

CD1010 Communications Skills I
This course is a continuation of CD1000. Further to covering basic life skills topics, life skills topics raised by the students are addressed.

CD1029 Communications Skills I
This course prepares the student to implement a job search program. topics covered are; information interviewing, application forms, letters of application, resumes and employment interviews. Students are exposed to a variety of computer software as part this course.

CD1030 Communications Skills II
Building on the material covered in CD1020, this course stresses success in the workplace by addressing topics such as: verbal and non-verbal communication, following instructions and getting along with co-workers.

CD1040 Mathematics Skills I
This course has a consumer orientation and covers: basic arithmetic operations, solving simple mathematical problems, budgets and banking.

CD1050 Mathematics Skills II
This course is a continuation of CD1040.

CD1060 Fitness I
This course is designed to promote regular exercise, better eating habits and good personal hygiene. Students will participate in a number of indoor and outdoor sports activities.

CD1070 Fitness II
This course is a continuation of CD1060and involves further participation in activities.

CD1080 Vocational Skills/Assessment I
This course is geared to meet individual interests and abilities to identify a realistic career plan. Each student will participate in extensive vocational assessment and testing and job shadowing.

CD1090 Vocational Skills/Work Placement II
This course focuses on: completing a realistic career plan, learning about workplace safety and legislation and completing at least one work placement relevant to the student's career plan.

CER107 Ceramic Technology
This course includes bath theory and projects, covering: origins and used of clay and related minerals; developing clay bodies and glaze composition; developing clay bodies for cone 10 and mineral fusion tests and loading and firing kilns.

CER122 Mould Making
This course covers plaster ratios and mixing; plaster casting: model forming for drain moulds and two piece moulds; positive and negative forms and moulds in flatware.

CER123 Hand Building
This course covers hard slab construction cubes, designing cutouts and negative and positive space; cups and handles using hard slab, soft slab, extrusion forming, slips, sprigs and agraffitos techniques; coil pot forming and mattboard technique with previous jars.

CER157 Clay and Glaze Technology
This course covers line blends, uiectic quadrivaxial blends of glaze forming and controlling materials; ultimate percentage analysis of materials and glaze calculation; theory and practice in temperature cone 10 glazes and colour and opacified triaxial tests.

CER171 Throwing
This course covers forming bowls; spherical shapes, stacking bowls and free form bowls, foot shapes and proportions. Decoration includes brushwork, painting, oxides and slips, historical models and contemporary design. Also covered are: balance, tension, ten plates, repetitive forming, tea pots, lid types, handles, style and function.

CER172 Mould Making and Slip Casting
This course covers modelling, foring and carving plaster; exploration of planes/forms and shapes; three and five piece moulds, ties, flat and sculptural architectural-frieze project and master block making for production.

CER173 Hand Building
This course covers bowls and platters; press moulds/bisque clay and plaster; coloured days; inlays and slips; tiles and hand formed tea pots and earthenware terra sigilcata.

CER205 Ceramic Technology
This course covers development at low temperature clay bodies and glazes cone 06 to cone 4 range; casting slips; colour in clay; kiln maintenance, theory and practice and scheduled firing at kilns.

CER221/CER223 Ceramic Techniques
This course includes bath throwing and hand building. Topics covered include: sets, pouring vessels and serving containers, architectural wall project or space divider, site specific with choice of materials/technique and firing process.

CER222 Mould Making
This course includes designing a coffee or tea service, prototype development, lathing and model making and multi-piece moulding and casting.

CER257 Ceramic Technology
This course includes developing mat and satin glazes for cone 10 by percentage analysis; coloured and textured glazes and kiln construction theory. All work is scheduled and fired by students.

CER271/CER273 Ceramic Techniques
Projects include: dinner service-cooking vessels; plates; multiple forms and shapline protect form evalution.

CER272 Mould Making
This course covers multi-piece moulding, animal figure forms and sculptural forms.

CHEM513 Chemistry
This course deals with chemistry more specifically than students encountered in SCS30. It includes basic concepts at matter, structure of the atom, structure of compounds, and chemical equations.

CHEM523 Chemistry
This course is the second in the series. It includes gases, solutions and colloids, acids and bases, chemical equilibria, and organic chemistry.

CHEM700 Chemistry for Pre-Health
This course introduces and emphasizes the chemistry necessary to understand how the human body works. The course material is designed to teach the basics of chemistry, especially as it relates to biology.

CHI102 Integrative Seminar
This seminar provides the student with the opportunity to share experiences in field placement and the issues pertaining to course work with a small, supportive peer group. Discussion of individual and common issues enables the student to understand how theory learned in the classroom relates to work with clients in the field placement.

CHI115 Group Dynamics
This is an experiential class which focuses on the importance and power of groups. The student will study their own processes to learn about communication and leadership styles, what constitutes a successful or non-successful group, trust building, phases of group development and constructive and non-constructive roles.

CHI118 Sociology
The focus of sociology is an socialization, culture, ethnic and race relations, what is considered deviant, and how societies attempt to control it. Student assignments include presentations about their own ethnicity, family traditions and spoken and unspoken expectations.

CHI122 Introduction to Child and Youth Care
This course is designed to introduce the new student to the field of Child and Youth Work Care. Essential skills, responsibilities and duties of the Child and Youth Worker will be identified and explored.

CHI201 Adolescent Development
This course will acquaint the student with basic developmental information as well as current research regarding adolescents. The student will also develop some insight and skills that will be helpful when working with adolescents in crisis.

CHI206 Human Sexuality
This course develops in the student an understanding of relevant information/research relating to human sexuality; the ability to discuss, with greater ease, issues related to human sexuality; an awareness of the diversity of viewpoints and values in the area of sexuality while respecting the opinions and rights of others; and an ease in discussing issues relating to sexuality with clients.

CHI207A Family Process
This course introduces the student to the developmental stages that a family experiences during its lifetime. A systemic approach will be used as a framework to explore the stages of the family life cycle. Course time is dedicated to the unique aspects of Child and Youth Work within the family model.

CHI207B Working with Families
This course studies the responsibilities and purpose of family life and explores aspects of dysfunction within a family system. A systemic approach will be utilized as a basis for understanding the origins of dysfunctions and the need for intervention to promote healthy family development. The student will examine the possibilities and options relating to family relationships along with the stresses most families will encounter. There will also be some opportunity for the student to explore attitudes, beliefs, and values regarding families whose children have been labelled emotionally disturbed.

CHI212 Child and Youth Care Methods II
In this course, the student will continue to be aware of individual growth. The course will focus an understanding one's own behaviour in interacting with clients as well as understanding the client's behaviour. The course aims to develop the student's ability to articulate, demonstrate and document a clear and rational treatment perspective.

CHI213 Integrative Seminar
See CHI102

CHI305 Integrative Seminar
See CHI102

CHI319 Legislation and Social Issues
In this course, the student will become familiar with the Child and Family Services Act (1984) and the relevant sections of the Education Act, discussing the impact of the pertinent pieces of legislation and learning how to work within the legal framework to continue advocating children's and adolescents' needs and rights. The course will also provide the student with the opportunity to confront a social issue in depth and to determine what is being done to address it.

CHIR107 Chiropodial Therapeutics I
This course is intended to provide the student with the theoretical background necessary for practical experience. Course content includes: various methods of sterilization, chiropodial materials, foot examination, and pharmaceuticals used for treatment.

CHIR110 Emergency Care
This course is designed to give the student the knowledge and skills necessary to effectively respond to the various emergency situations which might be encountered in the practice of Chiropody.

CHIR115 Chiropodial Therapeutics II
This course offered in semester II of the Chiropody program consists of lectures and tutorials. It will complement the semester I podology course in dealing with the treatment of the conditions affecting the superficial tissues and nails.

CHIR215 Physical Therapy
The student will be introduced to various physical therapy techniques used in chiropodial practice. The physics, indications, contraindications and method of application will be discussed.

CHIR305 Research Methods
The student will achieve an understanding and appreciation of the role of research in the Health Sciences, specifically Chiropody. By incorporating the principles of research methods, the student will be able critically evaluate a research paper.

CIV221 Municipal Services II
This course looks at the Rational Method of storm and sanitary sewer design, water distribution system, subdivision design; methods of construction, engineering design records, the design profile, engineering construction drawing and specifications; intergovernmental relations, responsibilities and regulations.

CIV222 Highway Technology I
The student will learn about soil types, visual and tactile identification, routine laboratory tests for identification and control of materials; placement and compaction of imported materials; excavation and construction procedures as related to in-situ conditions. Basic introduction to asphaltic materials and definitions of flexible and rigid pavement.

CIV230 Reinforced Concrete Design II
This course cov ers the basic design and drawing of columns and foundations in accordance with CSA-A23.3-M84 and the limit state design theory. It looks at general requirements and specifications, reinforcement details, introduction to engineering and placing drawings and bar lists. There is a columns and foundations project.

CIV231 Municipal Services I
Fundamentals of hydrology, precipitation, infiltration, run-off, ground water, methods of calculating run-off, open channel flow and channel types are studied. Included is an introduction to urban systems, the municipal system hierarchy, storm systems, sanitary systems and watermain networks.

CIV232 Highway Technology I
This course looks at highway classification, traffic characteristics, highway location, geometric design factors, highway capacity and level of service, design of horizontal and vertical alignment, and cross-section elements.

CIV233 Plane Surveying I
Basic surveying techniques applied to topographical surveys and highway construction surveying are learned. These include geodetic surveying, trigonometry, levelling, loop levelling and adjustments, instrument testing, traversing and adjustments, latitudes and departures, triangulation, tachometry, route locations, and fundamentals of highway construction and layout surveying.

CIV241 Structural Steel Design II
This course covers design and detailing in accordance with CSA-S16.1-M89, limit state design methods and CISC standards for beams, columns and connections. It introduces engineering, erection and fabrication drawings of floors, column schedules and elevations.

CIV243 Plane Surveying IV
This course introduces advanced surveying techniques pertaining to control surveying and engineering construction surveying methods: electronic measurement, 2 peg and 3 wire levelling, land acquisition surveying, parallel and irregular offsetting of line, and rectangular co-ordinate grid systems.

CIV245 Quantity Surveying and Estimating
This course introduces quantity surveying and estimating, including the role of the quantity surveyor/estimator, tendering, methods of measurement, division 02, excavation, division 03, concrete, division 05, metals.

CIV350 Reinforced Concrete Design III
This course covers the basic design and drawing in accordance with the Ontario Building Code and CSA-A23.3-M84, based on the limit state design, of retaining walls, basement walls and shear walls. Analysis of continuous and two-way slabs using a handheld calculator and computer solutions is included.

CIV351 Highway Technology III
Included in this course are: design and drawing of a flexible and rigid pavement structure following established methods; asphalt technology (sources and properties of materials, aggregates, mix design, production and quality control, test procedures); geotextiles, drainage and stabilization.

CIV352 Soil Mechanics and Foundations I
This course looks at subsurface explorations: purpose, planning, common types of baring, sampling, testing ground water measurement, engineering properties of soils (cohesive and non-cohesive materials), engineering properties of rocks and ground water and associate phenomena.

CIV353 Municipal Planning
The student will learn about the municipal planning process as extended from the design of municipal servicing systems to the design of communities; population projections, land use classifications, the Planning Act, the official Plan, zoning regulations, existing features and site analysis, population densities and distribution, neighbourhoods and components, and the community plan.

CIV354 Sanitary Technology
This course looks at sources of water supply, surface, groundwater, reliability of source of supply, classification of reservoirs, site selections, site preparation, watershed control, dams; water supply, forecasting population, planning and zoning; water treatment; sewage treatment, activated sludge, extended aeration, waste stabilization pond, and tertiary treatment.

CIV360 Structural Steel Design III
This course covers the design and drawing of low-rise structures in accordance with CSA-S16.1-M89, limit state design, CISC Standards, Ontario Building Code and National Building Code specifications. Structural and snow loads, wind and earthquake forces, vertical and horizontal bracing, fabrication drawings and bill of materials are studied.

CIV361 Soil Mechanics and Foundations II
This course looks at shear strength theories, Mohr-Coulomb theory, bearing capacity of shallow foundations; earth pressure, retaining walls, open cut excavations, deep foundations, design and capacity. Sheet piling, cofferdam safety are reviewed.

CIV362 Transportation Planning
A study of the various modes of transportation available within the urban complex. Systems, modes, capacity and demand are examined with experts in their field. Agencies studied include; Metro Toronto Department of Roads and Traffic, Ontario Ministry of Transportation, Toronto Transit Commission and Pearson International Airport.

CIV363 Mathematics (Calculus)
This introduction to statistics looks at probability, central tendency and graphing data.

CIJN114 Clinical Skills I
This course is intended to provide the framework whereby the student will gain necessary manual skills to function effectively in the clinical environment. Antiseptic precautions, nail care and scalpel technique will be discussed.

CIJN115 Clinical Skills II
This 152 hour course in semester II of the Chiropody program is designed to develop the students clinical skills, and will continue from the clinical skills I course.

CIJN205 Clinical Skills III
This 135 hour course in semester III of the Chiropody program is designed to develop the students clinical skills, and will continue from the clinical skills II course.

CIJN215 Clinical Skills IV
This 300 hour course in semester IV of the Chiropody program is designed to develop the students clinical skills, and will continue from the clinical skills IV course.

CIJN305 Clinical Skills V
This 180 hour practical course in semester V of the Chiropody program is an extension of the Clinical Skills IV course.

CIJN316 Clinical Skills VI
In addition to clinical training at Toronto General Hospital, the student will experience field placement in clinical settings throughout Metropolitan Toronto and/or the Province. The student will work in co-operation with established chiropodists.

CO231 Building Construction II
Studied are load bearing masonry, curtain walls, roof systems floor systems, timber framing structural steel, exterior finishes and reinforced concrete.

CO232 Contracts and Specifications
This course looks at construction contracts; on entering into a construction contract, general conditions and construction specifications generally.

CO233 Building Construction I
This course introduces deep foundations, piles, caissons, explosives, formwork and hoisting equipment.

CO234 Quantity Surveying I
This is an introduction to quantity take-off, Canadian Institute of Quantity Surveyors format, blueprint reading, masterformat, divisions, outline specifications, simple sub-structure, and wood frame superstructure take-off. Application of quantities to taxa 1-2-3 or other electronic spreadsheet is included.

CO235 Mechanical Installations
The student is introduced to water and sewage disposal, storm drainage, pipe sizing, traps, foil, piping materials, couplings, joints, water pressure, plumbing layout, principles of heating and air conditioning, calculations for humidity, relative humidity, ductwork dampers, diffusers and pollution control equipment.

CO240 Quantity Surveying II
This course introduces quantities: soils, grading superstructures, masonry, and steel. Advanced blueprint reading is studied, as well as bills of quantities and an introduction to pricing.

CO243 Electrical Installations
This course looks at electrical equipment; principles of lighting; types of fixtures and wiring; transformers; flood lighting; under-floor duct and distribution systems; interpretation of electrical drawings of simple circuitry and lighting layouts.

CO309 Construction Law I
In this course the student achieves a basic understanding of legal principles and practices related to construction. Topics include the Canadian legal system, laws of Contract, construction contracts and construction bonds. Particular emphasis is place on standard industry documents.

CO319 Construction Law 2
This course continues to explore legal issues related to construction. The main topic of discussions is the Construction Lien Act. Standard Project Close-out procedures and arbitration are also explored.

CO350 Quantity Surveying and Estimating I
This course offers advanced quantity take-off with computer application; introduction to pricing unit costs, detailed estimating masterformat divisions; total building take-off (architectural), introduction to labour pricing, including productivity constants, first principles and estimate summary sheets; preparation of tender submission.

CO351 Construction Methods I
This course covers physical characteristics of soils, classification, hydraulic properties, dewatering, embankment construction and control, and excavations and supports. Site planning and preparation, ground improvement and earth structures, controlled fill, and surcharge techniques are also covered.

CO352 Construction Management I
This course covers: management (owner, contractor, and design relationships); planning (contractors' and job organization charts, scheduling); critical path method; control (progress evaluation and management reporting) and cost development (analysis of industry from land acquisition through issuance of building permits, codes, by-laws and planning acts).

CO353 Construction Law I
In this course the student achieves a basic understanding of legal principles and practices relating to construction. Topics include the Canadian legal system, laws of Contract, construction contracts and construction bonds. Particular emphasis is placed on CCDC documents.

CO360 Quantity Surveying and Estimating II
This course looks at computer applications in quantity surveying.

CO361 Construction Methods II
Covered in this course are shear strength, bearing capacity, shallow foundations, deep foundations, slopes, retaining structures and excavations.

CO362 Ontario Building Code, Part 3
Introduction to Part 3, including: building classification, separation ratings, sprinklers, provisions for fire fighting, lighting and emergency power, exiting, health requirements, and barrier free requirements.

CO363 Construction Law II
The main topic of discussion in this course is the Construction Lien Act. Standard project close-out procedures and arbitration are also explored.

CO364 Construction Management II
Covered are estimating costs of construction and rental equipment; analysis of prices and comparative method of pricing; specification interpretation; procedures for preparing construction contracts, documents and drawings comprising contracts, building and negotiating contracts, construction law; construction cost accounting; inspection tests, quality control, construction safety, records and reports, project close-out, claims and disputes.

CO3605 Construction Economics
This course covers estimates from concept to completion; principles of cost control; determining budget costs from sketch drawings; cost comparisons at various shapes, sizes and building heights; different materials. It also includes comparisons of life cycle costs with the initial costs, sources of cost information and price indices, and market analysis.

COLR101 Colour Analysis
By means of visual experiments, short lectures and discussions, students will learn the language of colour. They will discover how colours interact, the psychology and symbolism of colour, colour harmonies, the seasonal approach to colour and colour in clothing. The student will then be able to apply this knowledge to specific colour-related problems in fashion design.

COLR102 Colour Theory I
This course is an introduction to the study of colour systems based on scientific principles of light and colour. Different colour models and theories are explored. Emphasis is given to aspects of colour in visual communications, including physical, optical and psychological properties.

COLR112 Colour Theory II
This course continues the exploration of colour through the use of a variety of materials and techniques such as paints, inks, dyes, paper, photographs and fabrics. The course deals with colour harmonies, intensities and values. The student is encouraged in the interpretation and discovery of the sensory and the emotional impact of colour on human behaviour and is made aware of new colour technologies which are available to visual communicators.

COMM103 Communication I
This is a first semester course common to all post-secondary programs at the college. Covers the basic areas and generic skills upon which students will build in later communication courses. The student will identify, acquire and assimilate information from various sources. The English for Academic Purposes sector of this course is open to English as a Second Language students who are in need of remediation.

COMM107 English Skills for Second Language Learners I
This course is designed to introduce the student to essential communications skills required in order to succeed in their chosen college program and professional career. It focuses on major skills required for effective learning and communicating. Emphasis is put on the needs of second language speakers through concentration on writing and speaking skills.

COMM120 College English
This is a course common to all post-secondary programs at the college. The basic areas and generic skills upon which the student will build in later communication courses include developing study skills, research, critical thinking, language and relating. The objectives of this course are to assist the student to identify, acquire and assimilate information from various sources; to interact with individuals and groups in a civil, productive and co-operative manner and to think critically; and to develop rational arguments.

COMM122 English Skills for Second Language Learners II
This course continues the English skills developed in COMM107.
Prerequisite: COMM107.

COMM123 English Skills for Second Language Learners III
This is the final course for students who do not have English as a first language. It covers the skills discussed in COMM107 and COMM122.
Prerequisite: COMM122.

COMM125 Technical Writing
This course introduces the student to the fundamentals of technical English. By examining vocabulary and using selected formats of technical writing, the student learns the basic principles of effective professional writing.

COMM126 Business Writing
The student will study the basic principles of effective written business communications; learn how to format business letters and memos; and develop an understanding of the strategic skills required to become an effective business writer.

COMM127 Field Writing
The student will learn how to create effective letters, reports and memos. Much of the emphasis will be on taking observations and determining the different between fact and opinion.

COMM128 Word Power
This course is designed to introduce the student to the skills that will improve the student's vocabulary and spelling. The student will learn word roots, suffixes and prefixes, and working rules for spelling.

COMM129 Speaking Out
The student will be shown the skills that are needed to speak publicly, focusing on the different types of speaking and giving the student the skill and confidence to speak in front of people.

COMM130 Reading Effectively
This course will teach the student the skills that will enhance the student's reading capabilities, with an emphasis on perceptual, reasoning and writing skills. The student will be making use of a wide variety of source material, using the four modes of reading.

COMM132 Communications Theory
This course will aid the student in understanding of the communications process and how to develop strategies to enhance their own communications capabilities as well as perceptual, reasoning and interpersonal skills. The student will examine the background and development of communication theories.

COMM134 Critical Thinking
This course focuses on logic. Logic is concerned mainly with the correctness of an argument in which a conclusion is put forward on the basis of premises. The mastery of logic is necessary for clear thinking and argument. The student will learn the ability to assess critically what is heard and read.

COMM136 Job Search
This course is designed to familiarize the student with the process of obtaining employment. The student will learn how to research employers, prepare a job search package and prepare for interviews.

COMM137 Formal Presentations
This course focuses on relating, expressing and reasoning skills in meetings and on presentation skills in a professional setting. The student will demonstrate the ability to run and participate in effective meetings. In addition, the student will prepare and deliver a formal oral presentation in a format designed for a professional setting.

COMM138 Persuasive Writing
In this course the student will gain skills in the use of persuasion and expertise in applying those skills to business letter writing, report writing and case analysis. The student will identify the differences in rhetorical argumentation and persuasion and will critically analyze and determine the efficacy of that persuasion in several pieces of writing.

COMM139 Debating
Debating deals with the ability to present arguments that can be clearly analyzed. It also entails the ability to think on one's feet. The student will learn what is required for a well reasoned argument and now to defend the position.

COMM140 Formal Reports
This second-year course builds upon the expression, acquiring, reasoning and relating skills developed in the core and second semester courses. The student will use research, reasoning and writing skills to produce an 8 to 10 page research report in their field of study, demonstrating that research materials can be accessed and used, that information can be analyzed and that findings can be clearly expressed in a well-written report using a standard format.

COMM503 Communications and Office Protocol
This course emphasizes the writing of clear, concise and grammatically correct business correspondence and effective oral and customer liaison skills. A further feature is technical report writing dealing with computer technology.

COMP103 Introduction to Computer Typesetting
This course covers the development and purpose of typesetting and involves consideration of the significant differences between typesetting and other skills such as word processing, data entry and typewriting. Concepts and terminology of typesetting are also taught. Some part of the time will also be spent in inputting to a typesetting system as an introduction and illustration of the operation of such equipment.

COMP110 Paper and Film Assembly (Paste-Up)
This course covers laying out boards and mylar for the assembly of typeset materials, both paper and film positives. Applications include a wide variety of projects ranging from simple one-colour postcards to advanced camera-ready artwork using amberith overlays for multi-colour work. The student produces paper and film positives for the assignments, using various darkroom techniques and prepares positive and negative stats. Headlines are produced on the Compugraphic 7200 and a strip printer.

COMP215 Introduction to Desktop Publishing (IBM/Ventura)
After an introduction to WordPerfect and sufficient DOS to facilitate the learning of Ventura, the student learns to create style sheets appropriate to different work. The layout and typography of newsletters, brochures and direct-mail material is included.

COMP314A PageMaker (IBM or Macintosh)
Rough ideas of various page layouts are converted to screen representations. Duplication and resizing of elements of the design is covered. Word processing text is integrated and modified as required. Skewing and recalling master procedures are covered. The objective is for the student to become competent with most aspects of an icon-driven system.

COMP317 Introduction to Quark Xpress
This course covers Macintosh basics, including system components, image quality, file organization and manipulation, and use of other software. Students are introduced to measuring systems and concepts peculiar to desktop publishing, typography, and page design. Quark Xpress is a recognized, professional-level program for page layout, typographic options and the integration of other program files. This course provides hands-on experience with Quark Xpress.

COMP319 Page Layout and Typography for Desktop Publishing (Quark Xpress)
This course traces the origin of various typographic conventions and modes, introducing students in current and traditional practices. Students give construction criticism of professionally-produced work and class projects. Quark Xpress is used to produce tickets, leaflets, and mailing labels, and students will deal with features such as master page construction and the use of templates.

COMP322 PageMaker - Document Production (IBM or Macintosh)
Involves activities learned in COMP514A, but concentrates on different forms of composition. Students learn to format basic typographic concepts such as fonts, sizes, kerning, indents for newsletters, forms and reports using word processing content. Drawing software is used to create simple line art illustrations to be imported and integrated with the text.

COMP324 Operating Systems (DOS, Macintosh)
Hard-disk organization, file creation and storage, DOS commands and functions, importing files from other sources into desktop composition software. Discussion of advantages and disadvantages of input using icon/window and coding methods. Macintosh and PC operating system differences explained.

COMP325 Ventura Publisher (IBM)
The production of formatted documents is the main thrust of this course. Students use files generated in word processing software and get assignments that require automatic indexing, frame anchoring, automatic content page generation. Information and illustrations will be imported from other software and HP Scanjet. Includes an introduction to Corel Draw.

COMP501 Paper and Film Assembly
See COMP110.

COMP512 Typography Terms and Concepts
The student will tour the Printing Technology Department to gain a fundamental understanding of where typesetting fits in the overall system of graphic communications. The basic fundamentals of type production will be presented involving terminology and concepts, measuring systems and modes of typesetting such as justified, flush left, right, quad centre, dot leader and tabular. These concepts will be related to desktop composition to show where terms and concepts are re-used in the new technology.

COMP514C PageMaker (IBM or Macintosh)
See COMP314A.

COMP515B PageMaker - Document Production (IBM or Macintosh)
This course involves activities learned in COMP514 but concentrates on different forms of composition. The student will learn to format newsletters, forms and reports using content prepared with a word processing system. Drawing software will be used to create simple line art illustrations to be imported and integrated into the text. The student learns to use resident software to conduct spell checking, kerning and other editorial and typographic management systems.

COMP515B Computer Graphics/DeskTop Publishing I
The student will learn the Adobe Illustrator software as the major part of this course, with Quark X-Press software also explored. The student is encouraged to use the Macintosh computer to complete projects in other subject areas.

COMP519A Page Layout and Typography for Desktop Publishing
This course traces the origin of various typographic conventions and modes and instructs the student in both current and traditional fashions. The student will constructively criticize professionally produced work and class projects, using their EDC skills to produce a wide variety of layouts, including tickets, leaflets, mailing labels, newsletters, financial statements and reports.

COMP520 Introduction to Desktop Publishing (IBM/Ventura)
See COMP325

COMP522B Spread Sheet and Database Construction
This course will acquaint the student with the use of spread sheet analysis and database construction software, including the calculating and formatting features of both types of software. Graphing of data via the software will also be done. The resultant information will then be imported into desktop publishing software for further manipulation and structuring.

COMP525 Introduction to Printing Processes
This course will provide the student with an overview of the printing trades. Lectures and demonstrations cover the major printing techniques, with instructors in different production areas presenting their specialities. Subjects covered include typesetting/desktop composition, camera/plate surface preparation, letterpress printing, lithography, gravure/flexography and binding and finishing.

COMP526 Computer Graphics/DeskTop Publishing I
The student will be introduced to the Macintosh operating system and software. Microsoft Word (word processing), Super Paint (graphics), and Adobe Illustrator software is taught.

COMP528A
See COMP324

COMP529
See COMP317

COMP531 Copy Preparation
This course consists of providing the basics of preparing camera ready copy though the medium an conventional paste-up techniques. A significant portion if comprised on the components of Electronic Desktop Publishing techniques. The procedures of how to handle computer hardware and software is made an important portion at the course.

COPY305 Creative Copywriting II
In this course, the student more fully develops ideas, concepts and creative copy. The student works individually and in groups to write copy relating to graphic design in signage, packaging, P.O.P., brochures, reports and advertising in various media, such as television, print, and radio for national and retail markets.

COPY315 Creative Copywriting III
This course focuses on the perfecting of writing techniques and communications skills. Emphasis is placed on portfolio pieces, presentation style, letter writing, resume preparation and competitions.

CORP201 Corporate I
This course formalizes and elaborates on the basic rules of design as they apply to corporate design. The research, design and application of the symbols or logos to various formats such as letterheads, signage and publication are explored. Emphasis is placed on typography and its application to the solution of design problems. The student concentrates on the creation of a corporate identity appropriate to a specific target audience for a client's products or services.

CORP211 Corporate II
This course continues to formalize and elaborate on the basic rules at design as they apply to corporate design. The research, design and application of symbols or logos to various formats such as letterheads, signage and publication are explored. Emphasis is placed on typography and its application to the solution at design problems. The student works through the entire design process from client contact to strategic concept development, through research and design to final production.

CORP305 Corporate III
This course continues to concentrate on the successful creation of corporate identity appropriate to a specific target audience for a client's products or services. The research, design and application of symbols or logos to various formats such as literature, retail, packaging and product are explored. Emphasis is placed on typography and its application to the solution of design problems. The student works through the entire design process from client contact to strategic concept development, through research and design to final production.

CORP315 Corporate IV
This course continues to concentrate on successful creation of corporate identity appropriate to a specific target audience for a client's products or services. Emphasis is placed on computer technology for type modification, placement and layout. The student works through the entire design process from client contact to strategic concept development, through research and design to final production.

CORP513 Corporate Design
The student will create symbols or logo types to project the desired corporate images. Attention will be given to typography, colour and form with equal emphasis on finished art and specifications for printing production.

CS200 Coordinating Skills
Through theory and practice, student will acquire the coordinating skills that are helpful in utilizing resources and working with residents, other staff, utilization (audio-visual, educational and social), the recruitment, training and direction of volunteers, supervision of field placement and agency liaison.

CUL400 Dimensions of Italian Cuisine
This course introduces the student to the cultural history of Italy, including a look at the geographic, linguistic, religious, and political history of the country, its art, architecture, music, literature and Italian life.

CW116 Field Work I
Students in the Community Worker program work in field placements for half of their learning time, enabling them to learn new skills and become aware of community resources. Learning goals are clearly set and evaluated in co-operation with the placement organization and college liaison.

CW117 Field Work Seminar I
The seminar provides a support and problem solving group for the student beginning field work, with a focus on the demands and tasks in the field.

CW119 Community Work Theory and Practice I
Students develop an understanding of community work models, methods and techniques. What community work is, why it is important, and how we can do it most effectively, are the key questions explored in this course.

CW120 Political Science I
A study of political processes in the community as they affect the role and tasks of the community worker or community organizer. The first year is an introduction to political structures. The major divisions in society are identified, and their effects upon the political system are discussed.

CW121 Sociology
This course introduces basic concepts of sociology and applies them to social institutions, communities and small groups. An emphasis is placed on those phenomena most frequently encountered by community workers.

CW122 Human Growth and Behaviour
This course provides an age/stage survey of the process of human development. Physical, cognitive, emotional and social characteristics and needs of each stage are studied with a view to relating these differing characteristics and needs to creative community work.

CW126 Business and Administration
This course provides an introduction to office management, work organization and personnel practices in a community work context. Proposal writing and grant applications are examined.

CW131 Processes in Facilitating Community Groups I
Working with committees, boards, task-oriented groups, and informal groups to get something accomplished is at the heart of community work. This course will show how awareness of one's role in a group will facilitate such work. Key elements are communication, team building and group roles.

CW216 Field Work II
A more intensive and extensive experience in the field is provided, involving more complex and independent tasks for the student. More opportunity for integrating theory, skill development and normal agency responsibility is provided.

CW217 Field Work Seminar II
Students will develop skill in evaluating their own practice using the feedback and support of the group to achieve this goal. Methods will include sharing of cases, discussion of staff relations and program evaluation.

CW219 Community Work Theory and Practice I
Role play, exercises, presentations and advanced readings are used to further develop an understanding of the community worker's role and the implications of different community development strategies. The student is also sensitized to value and attitude differences as part of an analysis of the community.

CW220 Political Science II
Students will develop further understanding of Canadian political processes with special focus on the consequences of social policy for various groups. Modes of citizen participation in the political process will be discussed.

CW222 Community Legal Studies
This course introduces the legislative structures permitting community legal services, the knowledge needed and skills required. It examines some relevant legislation, e.g. tenant-landlord, worker's compensation, and unemployment insurance.

CW223 Basic Counselling Techniques for Community Workers
Students will learn basic one-to-one interviewing skills, based on interpersonal work done in the first year's group process class. They will learn how to apply counselling techniques in referral or intake interviews, and in crisis intervention situations.

CW224 Aging in the Community
Students examine both their own attitudes to aging and the role of the elderly in North American society. They study and reflect on the conditions necessary for successful aging and on how to develop these conditions in our society.

CW226 Co-op Monagment Studies
A co-operative is an association of people who've come together on an equal basis to provide themselves with goods, homes, services or employment. This course introduces the information and legislation relevant to forming or working in a co-op. Concepts such as self-management, equality and democracy in co-operatives (and the skills relating to their implementation) are developed.

CW229 Women's Studies
This course offers a feminist perspective on gender inequality and introduces the student to the women's movement and its implications for community work.

CW232 Community Economic Development
Through discussion, readings, and dialogue with experts in the field, students are introduced to the role of community economic development in affecting positive social change.

CW233 Cross-Cultural and Anti-Racist Strategies
This course helps Community Worker students to examine their own cultural heritages and those of other Canadians, and to increase awareness of inequalities in society based on race and ethnicity. Students examine strategies that can be used to combat those inequalities.

CW235 Community Resources for the Elderly
Students examine some gerontological theory and are introduced to current systems of providing financial resources, housing, and health care to elderly people. Advocacy by, with, and for elderly people is a major focus of study.

CW241 Processes in Facilitating Community Groups II
Following on CW131, this course functions as a "lab" for the practice of the skills of group development, facilitation and leadership.

CWXX Applied Research Project
This elective provides the highly-motivated student with the opportunity to develop an individual research project, focusing on an issue of the student's choice. The result may be a paper, a conference, a workshop, a workbook, or another approved format. This course is only open to students with a demonstrated ability to work independently at a high level.

CWXXX Human Rights
An introduction to human rights issues, information, and skills.

CWXXXX Community Worker Reports
An additional elective to enhance writing skills.

CWE401 Work Experience-Externship
The hospitality student will participate in an ongoing paid weekly work experience offered throughout the first 18 weeks of the program. This is complemented by a supervised externship in an Italian kitchen of international reputation in Italy, or by special arrangement in a quality North American Italian kitchen.

CWE402 Administrative Field Placement (4 Weeks)
This refers to a minimum requirement of 160 hours in-service training providing students with additional insight into the work of a Food Service Supervisor.

CWE402 Clinical Field Placement
Upon completion of the clinical-related courses (institutional menu planning, physiology and therapeutic diets), each student will be placed in a general hospital for a two-week period to observe, assist and function as a clinical food service supervisor. Students will be evaluated according to competencies developed by the CFSSA and CDA.

DAY100 Infant and Child Development
This course examines the development of infants and young children from conception to adolescence. The areas of physical, cognitive-language and socio-emotional development will be examined at different stages of development, with particular emphasis on the role of the adult in fostering development. It is hoped that the knowledge gained from this course will serve as the foundation for the student's work in teaching young children.

DAY101 Interpersonal Communicotions
In this area of study, the student examines behavioural differences, causes, and methods of improving interpersonal communication skills.

DAY102 Principles of Day Care
This course is designed to study the Early Childhood Education environment, the role of the teacher, and programming for young children. Classes consist of lectures, group discussions, and demonstrations for four hours per week in Semesters 1 and 2.

DAY103 Health, Safety and Nutrition
This course is designed to provide the student with a basic working knowledge of the principles of health and nutrition.

DAY104 Creative Activities
This course is designed to enable students to become knowledgeable of their appropriate role as facilitators in early childhood activities.

DAY105 Field Practice
This course is designed to provide the student with an appropriate supervised setting (Day Care Agency) where they can practice their theoretical knowledge of early childhood.

DAY106 Music and Storytelling
This course is designed to equip the student with a theoretical and practical knowledge of the importance of music in the preschool years. This course also introduces the student to the art of storytelling. The course will also discuss appropriate books to use with young children. The aim of the course is to provide the student with the necessary theoretical and practical experience of storytelling with children.

DAY107 Field Seminar
This course is designed to provide opportunity for students to reflect on and share field experiences.

DAY112
See DAY102

DENT104 Preventive Dentistry
This lecture and laboratory series outlines the etiology and clinical consequences of the major dental diseases.

DENT106 Dental Materials I
This course is designed to make the student knowledgeable and competent in handling a wide variety of materials routinely used in a dental office.

DENT107 Dental Materials II
The lectures in this course are designed to provide the student with an understanding of the chemical and physical properties of dental materials and the relationship of these properties to the use of dental materials.

DENT109 Pre-Clinicol Dental Radiography
Through a series of lectures, demonstrations, and clinical sessions the student will be instructed in the theory of radiation physics, hazards and protective measures.

DENT119 Dental Office Procedures
This course orients the student to a variety of office procedures designed to facilitate the efficient administration of a dental office.

DENT125 Crown and Bridge, Prosthodontic & Ceramics I
This course will provide the Dental Technology student with the principles of Crown and Bridge construction.

DENT126 Removable Partial Denture Costing I
This course will cover basic removable partial denture construction. The course will cover the following areas: Temporary, transitional and immediate acrylic removable partial dentures.

DENT131 Manipulation and Application of Dental Materials
This course introduces the student to the various materials that are utilized in the construction of complete dentures and removable partial dentures.

DENT206 Dental Health Education
This course is designed to identify the theoretical and practical approaches to classroom, group, and individual instructional sessions. The students will present dental health programs to various groups.

DENT209 Advanced Radiography
Through a series of lectures and slides the student will learn to recognize the normal and abnormal anatomic features in a patient X-ray series.

DENT210 Complete Dentures
This course is designed to have students apply the basic techniques required to construct complete dentures.

DENT211 Crown and Bridge
This course provides the Dental Technology student with the opportunity to learn the applied aspects of Crown and Bridge construction.

DENT217 Community Dentistry
This course is designed as an introduction to the broad field of community health with emphasis on aspects of community dentistry.

DENT230 Crown and Bridge and Ceramics III
This course will provide the Dental Technology student who has completed the Crown and Bridge component of the program, with the opportunity to learn the various aspects at Dental Ceramics Technology.

DENT234 Partial Dentures III
This course will cover all of the basic areas of removable partial denture construction. The setting and arrangement of teeth, packing and finishing is emphasized.

DENT238 Orthodontics III
This course covers the basic techniques required to fabricate removable and fixed orthodontic appliances.

DENT400 Science of Dental Materials
This course provides the student with an intense study of materials used in operative dentistry including amalgam, resins, cements, gold, and ceramics.

DERM300 Dermatology
The course is intended to provide the Chiropody student with an appropriate study of the skin and conditions likely to be encountered in practice.

DES101 Design
Projects cover the following topics: form and shape; positive/negative texture; line; harmony and dynamic tension; line in space proportion; weight/balance/scale; composition; symmetry/asymmetry concentration/focus contrast; value, shape, size and direction and one point and two point perspective.

DES103 Design Fundamentals and Concepts I
This course is an introduction to the basic principles and elements of design. Emphasis is placed on those principles and elements used in the fields of graphic design and advertising. The student will be encouraged in the use of right-brain and lateral thinking techniques as applied to creative problem solving.

DES105 Design and Art History
This course is an introduction to the more prominent styles, individuals and groups in art, design, architecture and furniture which have affected the way in which designers see, understand and interpret things. It investigates the contributions which some countries have made to design. It includes elaboration on the philosophy, impact and personalities of some of the best designers, artists and illustrators in history.

DES110 Design and Colour
See SIGN547.

DES124 Design Fundamentals and Concepts
This course continues to investigate the basic principles and elements of design, including both 2D and 3D design. Emphasis is placed on those principles and elements used in the fields of graphic design and advertising. It continues to encourage the student to develop left brain and right brain lateral thinking techniques and to apply these thought processes to creative problem solving.

DES150 Design
This course covers rhythm and pattern, symbols, themes, motifs, drawing, rendering, mechanical colour theory and design exercises.

DES169 Design I: Layout
This course covers layout procedure for geometric shops and workshop drawings. The student then moves into one point perspective, learning relationships, 2D perspective principles, changes in eye level, finding accurate dimensions, centres diagonals etc. followed by 3D one point perspective, plotting accurately dimensioned boxes and plotting more complex shapes, using shop drawings to obtain two different views (elevation and horizontal) and drawing circles in perspective on 3D ring-like forms. There will be visits to any relevant exhibitions.

DES179 Perspective
In this course the student applies the perspective learned in DES169 to two point perspective; circles, slices, frames and rotation, and varying plan and elevations to obtain different views. The student also studies the theory, psychology and values of colour, how colour affects designs, works on specific practical applications, and prepares a project for enamelling. A variety of drawing skills and materials are covered, and practically applied in project and free hand drawing assignments at the Museum or Botanical Gardens. Art history will also be included.

DES200 Design and Colour
The student is taught to develop an idea for a design from the thumbnail sketch to scaled sketches and final artwork, then to a project presentation. The effective use of design, typefaces, trademarks or logos and colour are studied. The study includes point-of-purchase signs and integrated sign systems for the smaller business, including location identifications on store fronts, fascia, doors and windows, and trucks. Colour wheels are demonstrated to produce various colour combinations and colour schemes.

DES201 Design Studies
Projects include 3D tile design, colour and value review elements of three dimensional space and form planar suspended construction.

DES203 Design I
This course builds on the fundamental design skills. It stresses type, type mark-up and copyfitting. It encourages the evaluation and development of creative solutions to design problems through emphasis on conceptual thinking, thumbnails and working drawings. It focuses on design, type, layout and presentation of projects for print in such areas as posters, magazines, and annual reports.

DES223 Design II
This course further encourages the evaluation and development of creative solutions to various design problems. It emphasizes type (both display and text) mark-up and copyfitting. It focuses on appropriate design selection and the study of contemporary style. Creative thinking techniques are encouraged and are applied to a variety of 3D projects such as packaging and P.O.P.

DES251 Design Studies
In this course the student will develop portfolio and business design/image, exhibition invitations, business card, letterhead, resume, and photographic slides for portfolio.

DES269 Basic Design
Course covers: basic design (examining the elements of design); style and taste (including the four different categories of taste); and design history, which continues the study of design and art history through two personal research projects.

DES279 Design: Stone Rendering
Course covers: stone rendering (showing all the attributes of translucent and opaque stones); design; and design history. The student will visit the Spring Craft Show and produce two design/art history assignments

DES307 2D Design I
This course concentrates on 2D design and the presentation of projects for the print medium. These include a variety of items such as posters, covers, product and promotional brochures. Emphasis is placed on developing creative solutions to design problems, enhancing image making and intuitive decision making

DES309 3D Design I
This course concentrates on the design and presentation of packages, P.O.P. and environments. While the emphasis is on conceptual design and the development of professional presentation techniques, some projects require verbal presentation. Thumbnails, working drawings and marker comps are stressed. The student learns to use diverse colour systems to present designs in a professional manner ready for the portfolio.

DES317 2D Design II
This course continues its concentration on 2D design and the presentation of projects for the print medium. Emphasis is given to competition and call-for-entries from various organizations. The student develops individual talent through a range of design projects which are suitable for portfolio material. The work program provides the student with the opportunity to experience an actual design studio environment.

DES319 3D Design II
This course continues to stress package and P.O.P. design with more market oriented solutions. It encourages imaginative and experimental approaches to 3D design in response to client environmental directives. Thumbnails, working drawings and marker comps are stressed. The student learns to use diverse colour systems to present designs in a professional manner. The student is introduced to environments and exhibit design as related to graphic design. Portfolio material is developed.

DES369 Jewellery Design
Course covers: design (including designing a line and taking designs to prototype stage, exploring various finishes and their impacts, creating other topics); and rendering (including a small amount of rendering review and working on drawings for studios to refine skills).

DES379 Jewellery Design
Course covers: design (including one of a kind designs of various types); drawing (including various types of rendering and their purposes); and design history. The student kept for preparing portfolio. Course includes a visit to Ontario Arts Council for presentation of "Presenting Yourself" and an examination of professional artist' portfolios.

DES469 Design I: Layout
This course covers layout procedure for geometric shops and workshop drawings. The student then moves into rendering from the basic forms and tonal values to the use of finishing line to emphasize and list the drawing, and perspective, progressing to 3D drawing.

DES479 Design II: Rendering Stones
This course moves into showing off the attributes of translucent and opaque stones, bath cabochon and faceted, and how to represent characteristic colour, special effects, unique qualities and light of different stones. From there the student explores sources for design ideas and researches style and practices and refines skills needed to present designs. Projects include preparing wedding and engagement ring sets and preparing a personal portfolio for use in obtaining a position or executing commissions.

DIC110 Machine Transcription
See BUS143

DIC211 Dictation Techniques
This course is designed to enable students to operate a dictation machine where a variety of material is dictated from prepared text. The student is also taught to prepare text for dictation and to dictate without the use of a prepared text.

DICS13 Dicta Transcription
Upon completion of this course, the student will possess the necessary skill to transcribe dictation using modern desktop dictation equipment at a speed of 240 words in 30 minutes. The documents produced must be mailable, including proper punctuation, correct format and correct spelling.

DRAW101 Fundamentals of Drawing I
This course is an introduction to drawing through the observation of the human figure. Through a series of exercises, it teaches the student how to see and draw.

DRAW102 Drawing Research
This course introduces the student to the use of systematic stages for the development of a drawing. A variety of media are explored.

DRAW111 Fundamentals of Drawing II
This course continues the stress on drawing through the observation of everyday objects and the human figure. Through a series of exercises, it continues to teach the student how to see and draw.

DRAW112 Drawing Research and Multi-Media Rendering
In this course, the student continues to explore the use of systematic stages for the development of a drawing. A variety of media which are used in the fields of graphic design and advertising are explored. Perspective is taught in relation to interior renderings, exhibits, signage and outdoor sketching.

DRAW203 Professional Drawing I
This course begins the quest for new discoveries related to the study of the elements, methods and media involved in a strong commercial approach to drawing. The student is encouraged to develop a system of analysis by which to compare their work to the work of successful professional artists, illustrators and designers.

DRAW213 Professional Drawing II
This course is a continuation of the study of the elements, methods and media involved in a strong commercial approach to drawing. Through a logical, method-oriented system, the student will develop drawing and rendering skills. The development of an individual style is encouraged.

DRAW305 Professional Drawing III
This course interprets the various components which make up drawings and applies them to practical situations. The student works to produce as well as assess a variety of drawings from interpretive to systematic, from syntactic to semantic. The student learns to abstract, integrate, experiment and conceptualize by illustrative means. Project solutions require an advanced level of elaboration and imagination.

DRAW315 Professional Drawing IV
This course interprets and applies the various components which make up drawings to practical situations. The student works to produce as well as assess a variety of drawings from interpretive to systematic, from syntactic to semantic. The student learns to abstract, integrate, experiment and conceptualize by illustrative means. Project solutions require an advanced level of elaboration and imagination.

DRAW501 Basic Drawing
The student will work toward developing a sensitivity to the qualities of line, texture, value and colour for an increased awareness of visual perception and an ability to achieve a certain accuracy of representation.

DRES562 Elementary Dressmaking
This course focuses on the construction of pre-cut (prepared) skirt and pant samples and garments and includes the layout and construction of the block skirt and blouse in muslin. The student will learn how to assemble the entire garment, in each case using a variety of industrial sewing machines and techniques taught in SEW562.

DRES571 Advanced Dressmaking
This course is a continuation of DRES562. In this course, the student will put together an original design for a skirt, pant and dress as well as a pre-cut dress. In all cases, the student will apply the industrial techniques learned in DRES562 and will be encouraged to select appropriate interfacings, threads, buttons and other required findings to enhance the creation.
Prerequisite: DRES562.

DSK500 Desktop Publishing
Upon completion of this course, the student will learn the main features of Ventura Desktop Publishing software to produce good-looking brochures, business cards, letterheads, articles, newsletters, resumes and technical documents.

DTC112 Pre-Clinical and Technical Skills
This course provides the denture therapy student with the theoretical information and the practical experiences related to the construction of a complete denture.

DTC200 Denture Therapy Clinical I
In semesters 3, 4 and 5, the denture therapy student concentrates upon the art and science of providing denture prostheses for the public. Initially, the student will practise on mannequins and will be phased into patient care through the conduct of the course.

DTC202 Denture Therapy Clinical and Prosthodontics
This course is designed to familiarize the student to the physiological implications of denture prosthesis. Considerable emphasis will be placed on prognosis, treatment planning, and occlusal harmony.

DTC301 Practice Management and Ethics
This course is designed to introduce the students to considerations associated with setting up a denture therapy practice. Topics include professional and interpersonal relationships within the dental health team, and code of ethics.

DTC302 Advanced Partial Dentures
This course will involve clinical denture therapy cases involving the construction of removable partial dentures.

DTC313 Denture Therapy Practice III
This course further develops the students' clinical reasoning, technical skills, communication skills and treatment planning in regard to denture therapy practice.

EC103 Econamics I (Microeconomics)
This course introduces the student to the nature of econamics, basic terminology, the uses and limitations of econamic analysis and econamic models and systems. The student will learn to understand and evaluate the methods used to measure the performance of the econamy, the gross national product, consumer price index and the unemployment rate.

EC104 Economics II (Microeconomics)
This course is a continuation of EC103. It will explore the relationship between employment, inflation and price; how to enumerate the various kinds of unemployment and their respective causes; and how to recognize the malleability of statistical measurements and the controls used.

EC106 Economics
This is a study of the economic principles surrounding supply and demand, Gross Domestic Product, taxation and government's role in the economy.

EC112 Economics
This course provides the student with a simply stated introductory account of economics, concentrating on the international forces which influence the Canadian fashion industry. The student will be able to evaluate the effect of such pressures and occurrences as free trade, quotas, subsidies and political, social and product susceptibility; and adjust to or adopt such measures as appear likely to improve competitive status.

EC113 Labour Economics
This course will introduce the student to the basic concepts in labour economics and will provide an understanding as to the varying structure, conduct and performance characteristics of labour markets and show its relevance for human resources divisions. Labour market behaviour will be analyzed.

EC120 Introduction to economics
This course provides an understanding of the capitalist enterprise system and the economic principles central to business activity in a free market economy. It includes the theory of supply and demand, business cycles, monetary policy, consumer index, gross national product, income and expenditure.

EC210 Microeconomics
This course surveys microeconomics, including an overview of the market system, demand and supply, elasticity, and the drafting and proper use of graphing. Various market structures are examined, including monopoly, monopolistic competition and oligopoly-pure examined. Markets for factors of production-labour, capital and natural resource are also examined, along with the distribution of income and wealth and the role of government in the market system.

EC211 Macroeconomics
This course examines the problems and issues pertaining to the Canadian economy as a whole, including recession, unemployment and inflation. Economic models and theories are used to explore both causes and possible remedies.

EC300 Building Economics
This course gives the architectural technology student a basic understanding of the economics of building as related to construction. Topics include design/cost relationships, methods of estimating and feasibility study.

ECE100 Infant and Child Development
This course will examine the growth and development of the child from conception through middle childhood. The focus will be on the physical, social, cognitive and emotional development of young children. Current research findings and theoretical approaches will be discovered particularly in terms of their application to the lives of children.

ECE101 Health, Safety and Nutrition
The study of health, safety and nutrition will be related to the needs of the young child. The course will emphasize the importance of knowledgeable early childhood educators in this area and the day-to-day responsibilities to themselves, children, families and community. Attention will be given to health issues in a cross-cultural context.

ECE103 Interpersonal Communication
This course introduces the student to interpersonal communication theory and practice as it relates to early childhood education environments. It follows an experiential format that encourages students to reflect on and identify their strengths as communicators. Classes will provide students with opportunities to learn and practice communication skills.

ECE105 Creative Expressions I
This course will explore creative ort activities for infant, toddler, preschool and school-age children. Emphasis is placed on open-ended, child-directed activities which are related to the child's world. The course includes classroom lectures, discussions and hands-on workshops.

ECE110/111
This class will provide students with opportunities to meet with fellow students and their supervising faculty to discuss their progress of field placements. The seminar discussions are environments which foster professional growth and development.

ECE112 Age-Related Skills Seminars
The three age-related skills seminars (112 Infant/Toddler, 115 Preschool and 223 Schoolage) will offer students both applied knowledge and support in curriculum areas while completing a Field Practice course with the same age group. These courses reinforce the core principles that are taught in Day Care I and II.

ECE113/114 Field Practice
Field practice will provide a continuum of experience which provides the student with the opportunity to integrate and apply theory. The student is expected to demonstrate the necessary self-awareness, attitudes and skills which will enable him or her to work competently with children, families and co-workers. All students will complete a field practice with infants, toddlers, preschool children and school age children.

ECE115
See ECE112

ECE119 Principles of Day Care I
The course introduces the student to child care environments, the role of the early childhood educator, and programming for young children. The course is based on the premise that early childhood settings should be child-centred and promote learning through play.

ECE200 Human Growth and Development
This survey course examines human growth and development from middle childhood to death. It will help the student understand the changes that occur in human ages and stages of development. The focus is on the physical, social and cognitive and emotional development of the human being.

ECE201 Children with Special Needs
This course introduces the second year early childhood education student to some of the causes, manifestations and behaviours of children with challenging needs. Diagnosis, prognosis, social implications and specific teaching methods are discussed.

ECE204 History and Philosophy
This course examines the major philosophical approaches that have influenced early childhood education today. It includes a review of the history of early childhood education in Canada, and an overview of the contributions made by philosophers, educators and psychologists.

ECE206 Family Dynamics
This course will encourage the student to develop a conceptual understanding of various family structures, roles, values and communication patterns. Relationships among family members will be discussed as well as characteristic methods of conflict resolution.

ECE207 Parent Involvement
This course surveys the rationale for and methods of parental involvement in Early Childhood Education. Students will be given the opportunity to review a variety of communication techniques and parenting programs.

ECE209 Creative Expressions II
This course builds on the skills gained in ECE105. Three-dimensional ort activities will be explored in a series of workshops in addition to further discussion of art principles as they apply to the developing child.

ECE210/211
See ECE110/111.

ECE212/213
See ECE113/114.

ECE217 Principles of Day Care II
In the second year of Principles of Day Care the course continues the study of programming for young children and is developed from the same set of beliefs about group care and its curriculum. The role of the teacher in social emotional development and the application of Piagetian theory to practice are given special focus.

ECE220 Policy Management and Legislation
Students will be oriented to the legislative and policy framework for child care services in Canada. The format of the course allows the student to explore the various roles of staff, administrators, parents, boards of directors and the provincial authorities in high quality child care programs.

ECE223
See ECE112

EDP105 Elementary Computer Concepts
In this course, the student is introduced to computers and learns how to use a PC to perform very basic functions with some of the popular software used in the industry.

EDP116 Micro and Business Applications
This course introduces the student to a variety of software applications. The student learns to use DOS, WordPerfect, LOTUS 1-2-3 and dBASE III Plus.

EDP505 Elementary Computer Concepts
See EDP105

EL111 Electrical Fundamentals
This course covers the nature of electricity, international systems of units, atoms and their structure, current and voltage, resistance, insulators, Ohm's Law, series and parallel D.C. circuits, series-parallel or combination circuits, power in D.C. circuits, resistivity, wire calculations, resistance change with temperature, magnetism and electromagnetism, magnetic circuits, inductance, transients in inductive circuits, capacitance, transients in capacitive circuits, resistance networks, equivalent circuits, network theorems, design of D.C. ammeters, voltmeters, ohmmeters and wattmeters.

EL116 Electrical Laboratory D.C. Circuits
This course covers dangers of electricity, safety rules, Ohm's Law, series, parallel and combination D.C. circuits, power dissipation, source resistance, power transfer, magnetization curves, capacitors in D.C. circuits, application of network theorems to D.C. circuits and meter calibration.

EL121 Direct Current Machines
This course covers construction and operation of separately-excited, shunt series and compound generators; armature windings; commutation; three-wire generators; dynamotors; series boosters; Ward-Leonard system; construction and operation of shunt, series, compound motors; speed and torque characteristics; maintenance of D.C. machines.

EL122 Electric Circuits
Course covers construction and operation of a basic A.C. generator; sinusoidal voltage and current equations; instantaneous, average, and effective values; inductive and capacitive reactance; impedance, A.C. series and parallel, circuits, admittance, power, reactive and apparent power in single-phase circuits; phase diagrams, series and parallel impedances, series and parallel equivalents, complex circuits; A.C. networks; resonance; transformer action and ratio; voltage, current and power in balance three phase systems; A.C. instruments.

EL145 Industrial Electronics II (Theory and Lab)
Course covers: resistor colour code; introduction to electronic test equipment; bias calculations; operation and characteristics of semiconductor diodes, rectifier circuits, zener diodes, bipolar transistors, SCRs, triacs, Thyristors and light emitting diodes.

EL156 Electrical Laboratory, A.C. Circuits
Course covers: safety rules; Ohm's Law for A.C. circuits; capacitive reactance; inductive reactance; impedance of RC, RL and RLC series and parallel circuits, power dissipation in A.C. circuits, complex impedances in series and parallel, resonance, power factor, power factor improvement.

EL157 Electrical Laboratory, D.C. Machines
This course covers dangers of rotating equipment and safety rules, voltage characteristics of separately excited, shunt and compound generators; efficiency and losses of D.C. generators; parallel operation of D.C. generators; D.C. shunt and compound motors, losses and efficiency of D.C. motors, elementary D.C. motor control.

EL219 Power Plant Electricity
This course constitutes a practical electrical shop. The student will learn safe electrical shop procedures and regulations, the operation of A.C. and D.C. motors, testing of electrical circuits and safety devices, and checking practical wiring circuits for electrical faults using meters and schematics.

EL224 Electric Machine Controls
This course covers operation and use of control and timing relays; contactors; manual and magnetic starters; limit presses, float and flow switches; magnetic and eddy current brakes; reversing, braking and regeneration systems for A.C. and D.C. machines; reduced voltage starters for induction motors and special requirements for wound rotor, synchronous and D.C. motors and synchronous capacitors, design and analysis of simple machine control circuits and systems; purpose and use of full safe control; introduction to solid state control equipment for A.C./D.C. machines and systems.

EL231 Power Plant Electricity
In this course the student will use the skills developed in the previous electrical shop procedures and study generator construction and operation, measurement of torque, use of motors, motor starting devices, and speed and speed regulation.

EL232 Alternating Current Machines
This course covers transformer principles, construction of single phase and three phase transformers, standard transformer tests, voltage regulations, auto transformers, parallel operation, single and three phase transformer connections; operation and construction of alternators, stator windings, rotor windings, impedance, voltage regulation alternator tests and regulation calculations, armature reaction, paralleling, other related matters.

EL234 Electrical Distribution Systems
Course covers: review of A.C. fundamentals, review of balanced three phase systems; unbalanced three phase four wire wye connected loads, unbalanced delta connected loads, phase sequence; measuring power in three phase circuits, two watt meter method; electrical power systems, hydro electric, fossil fuel and atomic power stations; overhead and underground distribution systems; the basic power circuit, system voltage regulation, transmission line calculations; lightening arrestors; fuses and circuit breakers; coordination of protection.

EL236 Industrial Electronics III
This course covers A.C. and D.C. transistor load lines, A.C. gain calculations for the common emitter, common collector and common base amplifier circuits; cascaded amplifiers.

EL237 Electrical Distribution Laboratory
Review safety rules, voltage, current and powers in balance wye and delta loads; voltage current and power in unbalanced three phase loads (four wire wye, three wire wye and delta); three phase power factor and power factor improvement; phase sequence determination; three phase transformer connections and reactive power; power flow and voltage regulation of a simple transmission line.

EL239 Industrial Electronic Laboratory III
This course covers construction and evaluation of: common emitter, common collector, common base amplifiers circuits, and cascaded amplifiers.

EL245 Wiring Methods and the Electrical Code
This course covers wiring materials including conduit, non-metallic sheathed cable, armoured cable mineral insulated cables, aluminum sheath cables, busways, wireways, services, residential commercial and industrial; devices; fixtures, motors, equipment and wiring methods in hazardous locations, electrical safety code applications.

EL250 Environmental Systems
This course covers fundamentals of light, lighting terms and units, lighting laws, light sources, lighting calculations, electric power requirements for lighting systems, basic concepts at electrical heating and air conditioning, R values, heat loss calculations, electrical power requirements for heating and air condition systems.

EL251 Computer Programming
This course covers: fundamental concepts of programming, programming languages, programming in the BASIC language; variables, arithmetic operations, mathematical functions, input and output of data, conditional and unconditional branching, loops, arrays and subscripted variables and matrices; preparation of flowcharts and preparation of problem-solving programs for the electrical technology field.

EL252 Electrical Laboratory A.C. Machines
This course covers review of safety rules, transformer ration and polarity, transformer voltage regulation, transformer losses and efficiency, operation of auto transformers, poly phase transformer connections; alternator excitation, alternator voltage regulation, alternator losses and efficiency, parallel operation of alternators; operation, losses and efficiency of synchronous motors, torque angles characteristics, V curves and power factor for synchronous motors; power factor improvement; operation, losses and efficiency at wound rotor and squirrel cage induction motors.

EL254 Industrial Electronics IV
This course covers introduction to digital techniques; binary number system, binary codes; semiconductor devices for digital circuits; digital logic circuits; digital integrated circuits; operation of flip flops, registers, counters, shift registers and digital applications including digital measuring devices and their uses; introduction to programmable controllers.

EL255 Industrial Electronic Laboratory IV
This course covers construction and evaluation of switching circuits, transistors logic gates, T.T.L., logic gates, C MOS logic gates; application of logic gates, flip flops, registers, counters shift registers and decoders, relay logic ladder instructions, timers and counters.

EL256 Computer Operating Systems
This course covers introduction to operating systems; starting DOS; DOS files, directories, paths and trees; configuring a system; hidden files; batch files; DOS batch commands; special batch files; DOSKEY commands; EDLIN the DOS text editor; DOS error messages.

EL258 Technical Report
The student completes a 2,500-word report on some piece of electrical or industrial electronic equipment or circuit. Information is to be obtained from the available technical magazines and books in the reference section of the Toronto Public Library system.

EL343 Protection of Electrical Equipment
This course covers transmission line equivalent circuits; per unit analysis, faults on power systems, short circuit calculations; circuit interrupting process; high voltage circuit breaker design; high voltage fuses; system instrumentation; types of protective relays; malfunctions of alternators and transformers; relay protection of alternators, large transformers and large motors; coordination of protection; relaying zones; ground fault protection of distribution systems.

EL344 Industrial Electronic V
This course covers review of number systems, building blocks of the micro computer, computer arithmetic, straight line programs, algorithms, branching, stack operations and use of subroutines; bias calculations, transfer characteristic curves and A.C. gain calculations of the J FET and MOSFET amplifiers.

EL345 Industrial Electronic Laboratory V
This course covers experiments using the 6800 microprocessor; conversion from hexadecimal to decimal program, arithmetic operations, program branching, condition code register and subroutines; construction and evaluation of J FET and MOSFET transfer characteristic curves and amplifier circuits.

EL353 Electrical Laboratory Systems
This course covers polyphase transformer connections: delta delta, delta wye, with or without tertiary winding, wye delta, three phase autotransformer, open delta, delta zigzag, delta six phase double wye, delta six phase double delta, open wye, open delta, regulation at transmission line voltage; power flow in transmission lines.

EL364 Electricol Machine Design
This course covers general design procedure; design of single phase and three phase transformers; design of poly phase induction motors; design of synchronous machines; design of synchronous machines; design of D.C. machines; design of solid state motor control system.

EL365 Electrical Estimating
This course covers analysis of electrical drawings including electrical heating, take off procedures, pricing labour costs, adjustments for working conditions and non-productive costs; incidental and direct job costs; analysis of specifications.

EL366 Research Assignment
Part of EL364, this course requires the student to research and design a specific electrical motor, generator, transformer, or solid-state motor control system. The completed design is to contain all necessary calculations to meet the given specific data and limits, as well as scales detail and layout and assembly drawings that show all major dimensions and materials used.

EL367 Industrial Electronic VI
This course covers Darlington pair, differential amplifiers, operational amplifiers, negative feedback, comparators, integrators, differentiators, op-amp regulators, automatic control of d.c. motors, D.C. and A.C. variable speed drives, large current poly phase rectifiers and inverters. Interfacing the 6800 microprocessor.

EL368 Industrial Electronic Laboratory VI
This course covers construction and evaluation of operational amplifiers, integrators, differentiators, op-amp regulators, Schmitt trigger, SCR and TRIAC firing circuits. Troubleshooting D.C. and A.C. variable speed drives. Interfacing experiments using the 6800 microprocessor.

EL369 Electrical Installations
Upon completion of this course the student will be able to interpret drawings at electrical installations and power distribution; understand the basic design concepts required for residential wiring; and interpret applicable sections of the Canadian Electrical Code.

EL370 Programmable Logic Controllers (Theory and Lab)
All projects are designed to operate an Allen-Bradley R programmable controllers and T.B.M. Compatible A.T. R Computers. Course will cover definition, relay ladder logic instructions, non-relay instructions, timers and counters, mash instructions, word instructions, programming examples, troubleshooting procedures, interfacing and commissioning both A.C. and D.C. motor control drives.

ELCT502 DC Circuit Characteristics
This course introduces the basic concepts of electricity. Batteries and resistors, in-series circuits, parallel and series/parallel circuits, Ohm's and Kirchoff's Laws, are covered. Capacitors and inductors are described together with their applications in time-constant circuits. The course also covers basic meter circuitry for the voltmeter, ammeter, and ohmeter, internal resistance of generators, and loading effects of meters.

ELCT503A AC Circuit Characteristics
The generation and characteristics of an AC signal and some of its important applications are introduced. Instantaneous, average and RMS values of the AC signal are measured and explained. Reactance, both inductive and capacitive, as well as transformers are covered.

ELCT504A Electrical Circuits Laboratory
This course reinforces the theory portion of the first semester. Safety procedures, circuit construction, measurements of circuit parameters and proper use of measurement instruments are stressed. Troubleshooting and circuit tracing are included.

ELCT505A Digital Fundamentals and Circuit
Topics covered in this course are: numbering systems, basic AND/OR gates, NAND/NOR gates, flip-flops, registers and counters. Encoding, decoding, multiplexing and demultiplexing are more advanced subjects in this course. The oscilloscope and logic probe are discussed and used in the lab.

ELCT506A Digital Circuits Laboratory
This portion of the program provides the student with hands-on training in the various measurements made on digital circuits. Use of the oscilloscope and the logic probe is stressed. The course begins with simple gate logic and introduces more complex counters and register circuitry.

ELCT507A Semiconductor Fundamentals and Circuits
The student is introduced to semiconductors through simple atomic theory based on the PN junction of a diode. Diode characteristics and applications are covered. Power supply circuits, including half-wave and full-wave rectifiers as well as filters, and regulators are discussed. Transistors and op amps are introduced together with their amplifier configurations.

ELCT508A Semiconductor Circuits Laboratory
Testing of power supplies and semiconductor amplifier circuits are the mainstay of this course. Interpreting transistor data sheets and diode specifications enables the student to make substitutions in repair applications. Proper use of the oscilloscope and multimeter in amplifier measurements is stressed.

ELCT509A Possive Circuit Analysis (Applied Math)
This course covers scientific notation, units and dimensions, Ohm's law, Kirchoff's law, exponents, trig functions (Sine, Cos, Tan), vector analysis as it applies to AC circuits, and logarithms and their applications.

ELCT510 Linear Circuit Applications
The student is introduce to the concepts of voltage gain, current gain and power gain beginning with simple transistor amplifiers and progressing into power amplifiers and operational amplifiers.

ELCT511 Linear Circuits Laboratory
This practical course is taught in parallel with the theory portion, ELCT510. Using the multimeter, signal generator and oscilloscope, the student is expose to the common amplifier measurements of gain and frequency response.

ELCT512 AM-FM Stereo Fundamentals and Circuits
A qualitative description of how information is modulated on a carrier in Amplitude Modulation (AM) and Frequency Modulation (FM) prepares the student for further training on radios and television receivers. Terms such as modulation index, carrier, over-modulation, bandwidth and guard-band are graphically explained.

ELCT513 AM-FM Stereo Radio Circuits Laboratory
Measurements on AM/FM receivers using specialized RF and sweep generators help the student understand the principles discussed in the theory portion of the course, ELCT512. Proper alignment procedures and troubleshooting techniques are included.

ELCT518 Television System Introduction and Laboratory
Beginning with an introduction to black-and-white television, the student gains insight into video signal generation and processing. Basic television blocks such as video amplifiers sync, and AGC and sweep/deflection circuits are analyzed. Properties of color, color cameras, and encoding and decoding color information are covered in depth.

ELCT519 Active Circuit Analysis (Applied Math)
Construction and interpretation of graphs for frequency response and transfer response of various circuitry is stressed. Filters, voltage regulation, transistors and amplifiers are same the circuits analyzed. Measurement of bandwidth, decibel gain and loss as well as Q are calculations that are included.

ELCT521A Microcomputer Fundamentals
The architecture of a typical microcomputer is studied, with a focus on the purpose and characteristics of: the microprocessor with its registers and timing cycles, Read Only Memory (ROM), Random Access Memory (RAM), input, output, and device addressing. Hands-on machine language programming is introduced to give the student insight into computer functions.

ELCT524A Microcomputer Laboratory
Students get hands-on experience operating, programming, and interfacing a simple microcomputer. The programs are developed as modules for tasks such as data manipulation, table access, speed matching, timing, pulse generation, I/O control and code conversion. Several interfaces are constructed, progressing from simple I/O to duty cycle power control to video terminal interfacing.

ELCT532 Introduction to Computer System Software
The student is introduced to the basic computer disk operation system (DOS) and learns how to run programs, format disks, copy disks and perform maintenance DOS functions. This knowledge is used to supplement basic electronics training by acquainting students with certain electronic software packages designed to help technicians to understand electronic circuit operations.

ELCT536A Microcomputers in Office Systems
The personal microcomputer is investigated as a complete system. The performance and configuration characteristics of boards (XT AT 386/486), video display/controllers, printers, floppy disk drive controllers, and hard disk drive controllers, are evaluated. Applicable diagnostic software is used for troubleshooting and evaluating system performance.

ELCT538A Advanced Interfacing
Complex interfacing techniques are introduced and applied to analog-to-digital and digital-to-analog converters, multiplexed displays, and keyboard matrices and encoders. The concepts, advantages and component requirements of serial interfacing are studied and applied to the interfacing of a video terminal to the microcomputer. The principles of video displays for personal computers will be introduced and applied to the use of a PC as a video terminal. The minimum software for testing the interfaces is emphasized.

ELCT539A PC Systems Lab
This lab includes hands-on training in assembling, cantiguring, upgrading and troubleshooting personal computers and related peripherals such as printers, disk drives, video monitors and keyboards. Serial interface cords and modems will be configured to allow PC-to-PC communication.

ELCT542 Video Tape Recorder and Camera Theory
Basic video recording and play-back is examined. The principles of magnetic recording, the various formats, tape transport and various processing circuits are described and applied to both video cameras and VCRs.

ELCT543 NTCS Transmission and Standards
The NTCS standard is the only television standard in use in North America. The features and drawbacks of this system are the focus of this course. Bandwidth allocations, allocation schemes and color transmission standards will help the student understand some of the particular circuitry in the television/VCR products.

ELCT544 NTCS Processing Circuits
Once the student understands the rationale of the NTCS standards (ELCT543), the specialized circuitry used to process the information will make sense. In particular, the chroma decoding circuitry and synchronizing circuitry are further examined.

ELCT545 Video Tape Recorder Laboratory
The internal mechanisms of the VCR are examined in the lab. Measurement of the performance of the VCR and comparisons to the specifications provide valuable background for VCR repair. Typical adjustments/alignments are experienced along with some of the more specialized tools and test equipment needed for the job.

ELCT594A Principles of Interfacing
The fundamental requirements and components of simple interfaces are introduced, allowing the student to construct and test interfaces so that the computer can input information from switches and sensors and output information to LEDs and seven-segment displays using polled I/O. Methods of program interrupt and their advantages are applied to typical situations such as "real time" keeping. Parallel interface ICs are introduced and used to interface relays, SCRs and TRIACs to the microcomputer. The basic software required to test the interfaces is stressed.

ELDR112 Drafting I
This course covers drafting office procedures, lettering, use of instruments, line work, metric and imperial scales, orthographic projection, pictorial drawings, electrical and electronic symbols and simple schematic diagrams.

ELDR128 Electrical Drafting II and Blueprint Reading
This course covers motor control symbols, manual starters for D.C. motors, two and three wire control, use of relays in automatic D.C. motor starters, forward and reverse control of D.C. motors, acceleration schemes for D.C. motors, wiring diagrams, architectural symbols, mechanical services symbols, electrical wiring plans, interpretation of architectural, mechanical and electrical drawings showing commercial and industrial installations will be taken up.

ELDR231 Electrical Drafting III
This course covers single line diagram symbols, single line power distribution diagrams; three line power distribution diagrams; metering circuits using instrument transformers; electrical layout drawings for motor circuits and power distribution circuits; equipment selection from manufacturers catalogues; starting schemes for motors; reversing starters, reduced voltage starters, wound rotor motor starters; wiring diagram to elementary diagram conversions; introduction to computer aided drafting.

ELDR235 Electrical Drafting V
This course covers layout drawings for transformer substations; protection relaying schemes; metering schemes; grounding drawings, computer aided drafting.

ELDR355 Electrical Drafting VI
This course covers development of control schematics for motor control systems involving interlocking, sequence control, time delay and forward-reverse control for A.C. motors using relay logic; logic diagrams and solid state motor control circuits; computer aided drafting and design.

ELEC001 English and Communications
The resume and job searching techniques, job interviews and letters of application are covered. Introduction to technical writing and methods of information retrieval. Writing exercises include instructions, memos, short reports and letters describing procedures and mechanisms. Option from the following topics: effective supervision; computer impacts on society, language review, industrial/labour relations.

ELEC1001 Business Mathematics
This course provides an introduction to basic mathematics including arithmetic, algebra, percents, and statistical ratios and includes an understanding of business discounts, gross profit, simple interest and discount calculations, instalment payment plans and compound interest.

ELECT120 Language and Communications and Resume Preparation
The first semester English course emphasizes basic skills in written communication. The emphasis is on improvement in sentences, paragraphs, essays and vocabulary. Grammar and syntax are reviewed where necessary. Resumes are also prepared. Second semester includes a substantial section on oral communication. Also included are letters and reports.

ELECT120 Communications — 4th Semester
The student chooses from among the following seven General Education Courses: EC106 Economics; LAW110 Contract Law; MARK112 Marketing; LBS105 History of War Part 1; LBS110 History of war Part 2; LBS115 Media Studies; LBS120 Critical Thinking; OR both LBS125 Being Human: Self, Society and Meaning, Part 1 and LBS130 Being Human: Self Society and Meaning, Part 2. Students who select LBS125 are automatically placed in LBS130 for the second half of the semester.

ELECT170 Language and Communications II
This course covers: comparison and contrast methods; technical writing; oral presentations; business writing; information reports and technical reports.

ELS106 Language and Communications
This course sets out to strengthen student's grammatical and writing skills. Various forms of report and memo writing will be examined, including preparation of oral presentation. Report writing is further explored in a second semester course.

ELS107 English Basics for Community Workers
Clear communication is essential to community work. In this course, students learn to present their ideas and to improve their written English.

ELS117 Language and Communications
This course is designed to help students develop effective written and verbal communication, skills and the basics of English are reviewed.

ELS119 Communications
This course focuses on improving language and communication skills to meet the challenges of an E.C.E. professional. The student will develop and practice skills using a wide range of relevant resource materials, including articles, videos, films and children's literature.

ELS121 English Skills
This full semester course is designed to strengthen language and communication skills in reading comprehension, active listening techniques, effective speaking/presentation skills and practical job-related writing. The course also includes a review of grammar, spelling and language usage.

ELS123 Day Core Assistant's Course
See AP112

ELS124 Science Fiction
The course presents an overview of how we understand science fiction and how it relates to our own perception of reality. The two approaches to science fiction- the humanist fear of the machine versus the fascination with "progress" and with the machine-will be explored in the utopia/dystopia theme. Also, since many technological advances have been imaginatively anticipated in science fiction, the question of how technology may affect us in the future will be discussed.

ELS126 Speaking with Confidence
This course is designed to help the student with strategies which will enhance and develop oral presentation skills.

ELS162 Canadian Literature
Canada has truly become a multi-cultural nation during this last generation. In this course we shall consider the problems, needs and hopes of the many cultural, racial and religious groups in Canada through a variety of short stories. Key themes in the course will be immigrants' experience, racism and ethnic diversity in Canada today.

ELT366 Research Assignment
See EL366

ELT514 Power Plant Electricity
This course offers a broad introduction to electricity. The student will study the safety aspects of electricity; the generation of electricity; the effects of electrical wires, wires, parallel, and combination circuits; the construction and testing of electrical circuits; and electrical wiring diagrams.

ELTC106 TV Principles and Circuits
Basic concepts and fundamentals of theory; introduction to commercial receivers; introduction to fundamental concepts of TV, signal development and terminology for transmission and reception are discussed. Included is detailed analysis of TV receivers in both the discreet block diagram and circuit approach to black and white perspective and analysis of colour TV signal transmission and reception using the block diagram and IC circuit analysis.

ELTC144 AM/FM Receivers
This course covers basic concepts and fundamentals of theory; introduction to commercial receivers, introduction to fundamental concepts of AM transmission and detailed analysis of AM receivers including IC receivers and AM stereo receivers. A study of FM fundamental concepts and transmission and detailed analysis of FM monaural and stereo receivers leads into synthesized receivers.

ELTC148 Semiconductor Principles and Circuits
The student is introduced to the basic semiconductor theories underlying components such as diodes and transistors. The applications of these devices in power supply rectifiers and regulators as well as simple transistor amplifiers are covered.

ELTC149 Advanced Transistors
This course guides the student through various configurations of transistors (CE, CB, CC), cascoded amplifiers, transformer-coupled and transformerless power amplifiers, load lines, distortion, Darlington amplifiers, negative feedback, differential amplifiers and operational amplifiers.

ELTC150 Logic Systems
Beginning with the basic digital building blocks of devices such as AND/OR, NAND/NOR, and Boolean algebra, the student gains experience in both applications and design. Flip-flops, counters, registers, multiplexers, demultiplexers, decoders, encoders, and LED displays are analyzed. TTL, CMOS and PAL logic devices are introduced.

ELTC151 Electronic Laboratory
By balancing the measurements of prepared circuits and student designed circuits, the aspects of applying measurements previously learned (i.e., frequency response) the student is guided through troubleshooting and performance testing various semiconductor circuits.

ELTC160 Introduction to Electronics
This beginning course introduces the student to basic electronic terms and units such as volts, amps, ohms and direct current (DC). Circuit analysis of simple series, parallel and series-parallel combinations are covered. Thevenin's, Norton's and superposition theorems are introduced.

ELTC161 Logic Circuits
The various numbering systems, including decimal, octal, binary and hexadecimal, are the beginning component of learning logic systems. Concepts of fundamental gate and Boolean logic are discussed at a basic level. Exposure to devices such as AND/OR, NAND/NOR, flip-flops, registers, counters, multiplexers, and demultiplexers, provided a well-rounded base for students.

ELTC162 Electrical Fundamentals-Advanced
The underlying theory of capacitance and inductance in DC applications is introduced. Time constant circuitry and calculations are covered in detail. Basic generation of alternating current (AC) is described as well as how and why it is used in domestic applications. Electrical safety is discussed.

ELTC163 Electronic Laboratory
This course ties in the practical applications and measurements with the theory taught in ELTC160, 161 and 164. Beginning with the proper use of the multimeter, the student is guided through the various measurements using ammeters, ammeters, oscilloscopes, power supplies and signal generators.

ELTC164 Impedance, Resonance and Filters
The student will learn the use of capacitors and inductors in AC circuits along with circuit calculations. Inductive and capacitive reactances as well as impedance calculations are covered. The student will learn to predict the response of reactances in filters and resonant circuits.

ELTC164T
See ELTC164

ELTC165 Introduction to Amplifier Systems
Beginning with the basic definition of an amplifier system, the student is guided through the concepts of voltage, current and power gain. Using the operational amplifier as the basic building block, the student is shown how an amplifier system is put together and functions. This section prepares the student for the more in-depth study of semiconductors in ELTC166.

ELTC166 Applied Amplifier Systems
Utilizing the concepts introduced in the prerequisite course ELTC165, the student is shown the details of how a semiconductor device can be made to amplify a signal. The various configurations of the transistor are discussed and analyzed. Power amplifiers and the classes of amplifiers round off the information covered in this wide area of study.

ELTC167 Electronic Laboratory
Used as a supplement to the second-semester courses ELTC165, 166 and 166, this is a hands-on lab course designed to demonstrate how the various devices react in practical circuits. Measurements using the multimeter, oscilloscope and logic probes give the student experience at using these instruments for troubleshooting.

ELTC203A Computer Aided Design
This course introduces the student with no previous computer experience to computers and computer literacy through introduction to DOS; Breadboard, an electronic circuit modelling program, and framework spreadsheets. The student is guided by hands-an examples of electronic theory related to course work.

ELTC203B Computer Aided Design
This course explains and demonstrates the major features of MICRO-CAP III, and electronic circuit analysis program that continues where Breadboard leaves off. Some of the electronic circuits simulated include: half and full wave rectifiers and transistor amplifiers including frequency response, high and low pass filters and operational amplifiers.

ELTC203C Computer Aided Design
This course looks at programming in C, and covers the seven basic elements of programming: input, output, data types, operations, conditional execution, loops and subroutines. The student will write, compile and run short programs. Structured programming is explained and promoted.

ELTC203D Computer Aided Design
The course is centred around Smartworks, a program for creating single and double side printed circuit boards. the student is shown how to design, and the production of the Printed Circuit (PC) board is promoted the difference between bit-mapped and vectored graphics will be explained and demonstrated. Some of the more advanced features of Framework will also be taught.

ELTC203E Computer Aided Design
Specialized CAD programs such as MICRO CAP III and Assemblers/debuggers are used in the theory portion of the courses in this semester. These programs speed up the development of the various designs given as assignments.

ELTC203F Computer Aided Design
The student is introduced to object oriented programming through the use of the C++ language. The intent is to demonstrate to the student the interaction between software and hardware.

ELTC208 Waveshoping Circuits
Beginning with a review of how capacitors and inductors behave in DC circuits, the student analyzes time constant circuits. Applications of time circuits are investigated. Miller integrators, differentiator, clippers, clampers, Schmitt triggers and comparators are covered in detail. Multivibrators and the 555 timer applications are used to demonstrate basic principles.

ELTC213 Communication Principles
This course covers advanced theory and mathematical analysis of the AM/FM waveform. Topics include single sideband (SSB) transmission, multiplier stages, alignment of transceivers, VSWR and measurements, all-band AM receivers, SSB operation including balanced bridge modulators and SSB filters, transceiver block diagram and schematic diagrams and FM synthesized transceiver block diagram and schematic.

ELTC214 Communication Specialty
The student is given maximum exposure to the various equipment and test modes for the communications field. Theory and measurements of Klystrons, fibre optics, transmission lines and telecommunications systems are presented. In particular, topics such as Smith charts, fibre optic measurements and repairs, spectrum analysis, Frequency Division Multiplexing (FDM), Time Division Multiplexing (TDM) and microwave transmission are covered extensively.

ELTC216 Computer Specialty
In this course, the student experiences the problem with interfacing to printers, disk drives and video boards. The basic architecture of the Intel-based personal computers, the XT, 286 and 386 systems, is discussed. An exploration of the hardware through the use of the DOS DEBUG program is included.

ELTC230 Waveshoping and Control Devices
Basic concepts and fundamental theory form an introduction to waveshapes and their integration, differentiation and analysis; analysis and design of diode-clippers/clampers, 555 timers in monostable/astable modes; and linear sweep generators using discreet and ICs such as operational amplifiers including function generators.

ELTC231 Semiconductor Devices
This course continues the technologists' training in the various semiconductors. FET, MOSFET (and amplifiers), UJT, PUT, SCS, SCR, DIAC, TRIAC, laser diodes and the principles of photo-activated semiconductors are covered.

ELTC232 AM/FM Technology
This course covers the principles of AM and FM modulation and transmission with a detailed study of AM and FM receivers. Topics included are oscillators; amplitude modulation theory and transmission; TRF and superhet receivers; principles of frequency modulation, FM receivers; stereo broadcasting and stereo receivers; synthesized receivers.

ELTC233 Electronic Laboratory
Transistor and operational amplifier circuits as well as digital circuits are designed, set up and analyzed using oscilloscopes and/or logic probes.

ELTC236 Communicitions Technology Part I
This subject covers the theory, design and operation of transmiters and receivers for analog communications. Topics included are: oscilators; synthesized tuning; amplitude modulation (AM) methods and measurements; Class C amplifiers; transmitters and receivers using AM, single sideband, frequency and phase modulation; signal-to-noise ratio.

ELTC237 Operational Amplifier Design
This subject covers the properties and applications of the OP AMP with emphasis on design. Topics include: basic summing, instrumentation and programmable gain amplifiers; camparators; limiters; integrators/differentiators; lead and lag compensation; active filter design; computer models; waveform generation.

ELTC239 Electronics Laboratory
This course balances the theory taught during this semester in Operational Amplifiers, Communications and Computer Technology with hands-on practice making measurements using the basic oscilloscope and specialized test equipment such as sweep generators and logic analyzers. Many of the labs are design-oriented to graphically demonstrate the theories covered in the class.

ELTC241 Computer Technology I
Beginning with the basic microcomputer architecture the student is led through both the hardware and software requirements of a microcomputer. The student learns to use using the micro to solve problems through either software or hardware design approaches. Basic interface considerations and address decoder design is covered in depth.

ELTC242 Microprocessors and Systems Applications
This course introduces microprocessor systems. A balance between software and hardware is attained, providing the student with the necessary knowledge to discern between hardware and software problems. Motorola 6800 machine language programming and circuit tracing and analysis are covered.

ELTC243 Analog/Digital Interfacing
The student is shown how the basic microcomputer covered in ELTC242 can be used to interface with the real world. Keyboard and display interfaces and various analog interfaces are examined. Applications of how the microcomputer can measure and control some processed are explored.

ELTC244 Electronic Laboratory
The labs in this course give the student maximum exposure to the applications of the circuits covered in theory. In some cases, the student designs and constructs circuit boards. Advanced measurement techniques are stressed.

ELTC245 Electronic Laboratory
Used as a practical back-up for the theory subjects in the fourth semester, this course gives the student a wide and varied exposure to equipment used in the field. Advanced measurement techniques, specialized test equipment and specific measurement protocols are presented.

ELTC299 Technicol Report
As a requirement for graduation technicians are required to research and write a minimum 3000-word report on some application or aspect of electronics not covered in the theory. This will help the student cope with those times in industry when little information is available to help solve a problem.

ELTC301 Communications Technology Part II
This course provides basic theory and operational kills and hands-on experience of equipment available in the laboratory such as Klystron; spectrum analyzer both for AM and FM; and fibre optics, fusing and line measurements using the optical time domain reflectometer. In-depth analysis of wave theory for coaxial cables. CAD of coaxial analysis, reflective coefficient measurement and VSWR using wave guides and frequency division multiplexing for base band transmission using the Granger unit are also covered.

ELTC303 Automatic Controls Systems
Using the Laplace transform as a practical analytical tool, the student is shown how closed loop systems can be mathematically modelled. The operational amplifier is the target for most of the course. However, microcomputer control is also explored. Terms such as stability, critical damping and system order are defined.

ELTC312 Electronic Laboratory
Microwave and fibre-optic measurements as well as transmitter alignments are studied. Design at I/O interfaces is included.

ELTC316 Laboratory
This course is the lab portion of the Automatic Controls course. The student designs and examines the response of various closed loop operational amplifier systems. Both the aspects of testing and troubleshooting closed loop systems are experienced.

ELTC320 System Design I
The student, by designing a product, is introduced to both the hands-on design of hardware/software and project management. Discussions of component selection, reliability and design pitfalls broaden the student's experiences. Inventory control, casting, team-work and time management are specific objectives in this course.

ELTC321 System Design II
In this continuation of ELTC320, the student continues his/her design project. The development of complex circuit boards and layout techniques are discussed. Consolidation of the project into a finished product is the main goal in this section. Management philosophies and marketing strategies are also discussed.

ELTC322 Computer Technology II
Interfacing to various I/O devices is the subject of this course. The hardware and design of display devices such as LED and video outputs are examined. Parallel and serial I/O i s covered. RS232C and Centronics are two standards covered in detail.

ELTC399 Electronic Technology Report
An in-depth report covering some aspect of system design is required to be completed by all Engineering Technology students. In most cases, this report will be tied into a project design which the student will be assigned.

ELTC525 Acoustics Fundamentals and Transducers
This course deals with the fundamentals of the characteristics of sound and the basic principles of operation of transducers such as microphones and loudspeakers. Topics include characteristics of sound waves and rooms, types of microphones, electrical characteristics of microphones, types of speakers, characteristics of loudspeakers, and cross-overs.

ELTC526 Audio Amplifier Circuits
This course explores various circuit design characteristics of audio power amplifiers and methods of measuring their performance. It also explores troubleshooting procedures.

ELTC527 Audio Record Playback Systems
In this course the student learns the theory of operation and troubleshooting techniques of audio recording and playback equipment such as magnetic tape records, CD players and digital audio tape.

ELTC528 Audio Processing Circuits and Systems
This course enables the student to troubleshoot and repair audio equipment such as preamplifiers, equalizers, switching systems, compressors and expanders, noise reduction systems and mixing consoles.

ELTC529 Studio Techniques
This course introduces the student to multi-track sound recording equipment operation and maintenance procedures. As part of this course the student will create a 60-second commercial similar to those broadcast by radio stations.

ELTC530 Audio Circuits and Project Laboratory
In this course the student will acquire troubleshooting experience by repairing malfunctioning audio equipment. The student will also build an electronic project similar in complexity to a low-power AM/FM stereo receiver.

ENA170 Enomelling I
This course deals with behaviour of materials as applied to enamelling, including: theory of enamelling; techniques and practical application; basic projects designed by students; application of colour, firing, safety procedures. Toxicity of materials and proper handling is also covered.

ENA180 Enamelling II
The student is taught the principles of cloisonne and champleve techniques. Each student designs an project and practices the above techniques under close supervision.

ENDR103 Computer Manufacturing Processes
The student will build practical experience on a theoretical base through the completion of assigned projects in a series of controlled steps from basic two axis manual programming to three axis computer assisted programming. The following topics will be covered: application of numerical controlled principles; operation and setup of various types of computer numerical machine tools; speeds and feeds; two axis manual programs; canned programming cycles; three axis continuous path programs; documentation.

ENDR104 Technical Drawing I
The course gives the student an understanding of conventional drafting standards and principles. These standards are applied to create engineering drawings of various mechanical details using drafting equipment and instruments.

ENDR112 Materials Technology
Topics covered in this course include: production methods of ferrous metals; cast irons; steel processes, AISI and SAE identification and selection of steels and alloys; properties of metals; stress-strain diagram; crystalline structure of metals; equilibrium of metals.

ENDR116 Computer Aided Manufacturing I
This course is a follow-up to ENDR103 and covers the following topics: introduction to manufacturing programs using SmartCAM to produce machined parts; selecting the appropriate cutters; set up and operation of CNC centre to a 2-D application level.

ENDR117 Manufacturing Fundamentals
This course is a follow up to MACH104 and focuses on more complex manufacturing processes. Topics covered include: EDM machining; plastic processes; metal forming; welding; powder metal processes and machine tools; sheet metal fabrication; material selection; protective coatings; ergonomics; and process planning concepts and documentation.

ENDR204 Jig and Fixture Design I
Students review drafting and production methods and are introduced to: locating and printing principles; standardization of jig and fixture components; design of a drill jig, milling fixture and gauge; high volume production; part family; technology of sheet metal processes; theory of cutting; and the design of pierce and blanking die, compound die and progressive die.

ENDR205
Jig and Fixture Making
The topics covered in this course will enable the student to be knowledgeable and efficient in the following toolmaking principles: planing, layout and construction of simple gauges, tooling, jigs and fixtures; ordering standard parts from catalogues; building simple tools from sketches; constructing a drill jig using a jig boring machine; standard jig bushings and gauging pins; repairing and modifying gauges, tools, jigs, fixtures etc.; selecting proper metals and materials to construct tools applying metallurgical heat treatment principles to items as needed; operating safely and operating within a budget.

ENDR206
Computer Aided Manufacturing II
The student will build practical experience on a theoretical base and develop computer numerical control techniques in a series of controlled steps moving from basic three dimensional C.N.C. programming and machine operation to the operation of multi-axis machining centres and computer assisted part programming. Subjects covered are: review of part programming functions; programming setup sheets and operator reports; introduction to C.N.C.; types and uses of C.N.C. systems; basic programming functions; programming setup sheets; safety procedures; basic machine tool operation and edit; C.N.C. lathe and machining centre operation; operator reports.

ENDR207
Jig and Tool Design 1
This course covers manufacturing engineering organization; cutting tool design; form tools; process planning; turret lathe; tooling layouts; automatic lathes, location and clamping theory; drill jig and fixtures principles; broach design; gauges; presswork and tooling economics.

ENDR216
Computer Aided Manufacturing III
The subject covered during the course are as follows: review of Computer Assisted Tool Programming (APT); advanced structure (loops etc.); computer assisted manufacturing techniques; computer commands and terminal operation; program documentation; advanced geometry definitions; complex index and macro definitions; multiple branching technique; looping logic; surfaces and matrices.

ENDR217
Jig and Tool Design II
Covered are: principles of metal cutting and tool life; effects of various types vibration on component production; large assembly jig setups; two and three axis numerical control machine tools; construction design and the use of industrial robots; studies in the techniques of tool making and quality control and an analysis of machine tool operations (jog boring, gear shaping, gear hobbing and broaching); estimating and processing complex components using various manufacturing techniques; assembly of multiple parts by various means; plastic tooling; press tool dies, types of construction, calculations and applications.

ENDR223
Die Design I
After completing the course, student will be able to develop theoretical and practical skills required in the design of more advanced metal-cutting dies, bending and forming dies with emphasis on bending allowances and blank development. They will also gain an understanding and application of modular tooling and design dies that are safe and cost effective and design quality tooling.

ENDR243
Tool Design Concepts
This course continues to develop drafting/design ability by concentrating on dimensioning, tolerancing and design techniques of basic jigs, fixtures and dies. Tools and dies designed by the student is the integration of theoretical fundamentals and practical drafting skills at the student's level of study.

ENDR247
Product Design I
The course includes the selection of principal views using third-angle orthographic projection drawing system, sectional and auxiliary views, graphs and charts, axonometric drawing systems and dimensioning, conventional drawing practices. It includes drawing office standards, dimensioning methods and systems, preparation of detailed work drawings and types of welding.

ENDR248
Product Design II
Detailed working drawings of an advanced nature are a feature of this course. Students work with design layout drawings produced from engineering information and specifications and on projects involving various types of bearings, cams and gearing, catalogues, standard parts, and reference books, and learn design principles.

ENDR341
Machine Design I
This course is designed to introduce the student to the integration of fundamentals of technology. The student is given basic design data, and with the use of engineering catalogues, will produce layout and design functional mechanical assembly/detail drawings. An engineering report, based on research, will be completed by the student to appropriate standards. With the introduction of control technology, the student will develop theoretical and practical knowledge for industrial automation. The graduate student will be a valued member of an engineering team for the design and development of automated devices and systems in industry.

ENDR347
Theory of Machines I
Covered are: cam layout and displacement diagrams, cam and follower types, uniform velocity and acceleration motion and S.H.M.; simple and compound gear trains, epicyclic gear trains (including reverted, bevel and differential types); torque, power and mechanical advantage; static and dynamic balance in simple mechanisms by graphical method; inertia forces, shaking force; dynamically equivalent systems, centre of percussion.

ENDR348
Computer Aided Design 1
The student continues to develop learning in advanced features of AutoCAD. Areas covered include 3-D, Autolist, tablet, and menu customization.

ENDR351
Mechanical Design
See ENDR341

ENDR357
Theory of Machines II
Covered are: flywheel design and applications; governor types, force analysis and applications; static and dynamic balance of rotating masses; balance of reciprocating masses; optimum balance of single cylinder engine; balancing machines, function and application; multi-cylinder engine balance by rotating vectors; gyroscopic forces and design applications; critical speeds of shafts, including single disc, multi disc and uniform shaft combinations.

ENDR358
Computer Aided Design IV
After initial introduction and theory lectures the student will be guided from the basics of computer-aided 2-D drawing to advanced 3-D design drafting and editing using UNIX-based ECM software. The student will gain practical experience by completing module projects drawn to ANSI Drafting Standards and designed to highlight the areas under study.

ENG100
English
This course includes a comparison and contrast of the language of literature and the language of technology. Also studied are library research techniques, introduction to technical writing, business letter and report writing and oral presentations and communications.

ENG105
Communications- Creative Fashion
This course will help the student develop and practice the effective language and communication skills required for success in the fashion industry. The student will learn active listening techniques, effective speaking/presentation skills and business writing formats. The course also includes a review of grammar, spelling and sentence structure.

ENG106
Language and Communication
This course focuses on the basic skills of reading, writing, listening and speaking. These will be the foundation for developing the reasoning skills you require to communicate effectively in college and throughout your career.

ENG129
Fashion Management - Organizational Behaviour
This course provides an introduction to organizational behaviour with an emphasis on management styles and trends, leadership and motivation and creative problem solving. Lectures, case studies, small group work, role plays and presentations will be used.

ENG141
See ENG106

ENG153
See ENG340

ENG161
Language and Communications
This course is designed to assist the student in developing or improving basic writing and essay-writing skills, critical and analytical skills, research skills and oral presentation skills. Course work will be primarily based on material from a novel and a film. Audio-visual material, group work, student simulations and brief lecturetes will all be used as format for class work.

ENG165
Report Writing
This course develops and refines the student's report-writing skills. Several minor in-class reports will be written in response to audio-visual material and student-presented scenarios. In addition, the student will explore and report, both orally and in written form, on how language is used to describe gender in contemporary culture. The major project of the term is an analytical agency report. The student first develops the "instrument of study", then uses it to collect information about an organization appropriate to the field of study.

ENG182
Language and Communications II
This course builds on COMM103. It familiarizes students with business and technical writing formats, develops speaking skills, assist student in conveying information orally and in writing. The aim of the English for Academic Purposes sector of this course is to bring EAP into the regular stream in semester three.

ENG201
English and the Business World
Students are to demonstrate a reasonable mastery of the business letter requiring complex solutions and formal report writing skills, and to give an oral presentation with supportive audio visual aids.

ENG202
English
This course introduces students to oral and written skills with emphasis on communicating with patients in a dental setting. Job search skills are essential in this program.

ENG203
Furniture Production and Design-Written and Oral Communications for the Furniture Field
This course includes memo, letter and report writing on computers, research and job search techniques and various oral exercises.

ENG205
This course builds upon the skills learned in ENG106. By writing a technical report, students will learn the mechanics of report-writing as well as gain a better understanding or research techniques. An oral presentation and a job search unit will also be important components of this course.

ENG255
Technical Report
The student will write a 2,500 word report on some piece of electrical or industrial electronic equipment or circuit. Information is to be obtained from the available technical magazines and books in the reference section of the Toronto Public Library system.

ENG265
English
The resume and job search techniques are studied as well as job interviews and letters of application. The student may option from the following: effective supervision, computer impact on society, language review, industry/labour.

ENG266
English
This course includes research report writing, topic selection, bibliographies, paraphrasing, summarizing, and quoting. Writing numbers, abbreviations and acronyms in technical nonrative are also studied. Short reports and/or long reports are assigned.

ENG304
Technological Thesis
This course covers communications concepts in building practice, report analysis, and the proper format for scientific bibliographies. Also included are the topics of formal report writing, incorporating graphics and visual aids in a report, paraphrasing and direct quoting, and the preparation of a technical thesis.

ENG304A
Technological Thesis
This course covers: formal report writing; production of a technological thesis; review of summorizing, paraphrasing and direct quoting; documenting sources (endnoting versus footnoting); incorporating graphic and visual aids in a report; draft preparation; proofreading; and oral brief on thesis findings.

ENG304B
Technological Thesis
Redaction and oral presentation of a complete technological thesis. This report is to present some original computations on a chosen topic and is to demonstrate the student's ability to research a topic and use analytical skills to solve specific problems encountered during the research phase of the project.

ENG310
Language and Communications
Covered are: sources of technical information; evaluation of trade journals; letter writing to government and industry; communication in building practice; analyzing reports; systems of organization in report writing; format for scientific bibliographies; source crediting; use of computer data bases; formal report writing; summarizing; paraphrasing and direct quoting; documenting sources (endnoting vs. footnoting); graphic and visual aids in reports; draft preparation; proofreading; oral brief on report findings; and technical thesis.

ENG402
Communications and Business English II
The principles of formal business report writing, business letters, and resume formats, and the practice of effective communication are expanded in this course.

ENG504
Business Practices and Communications
This course covers report writing, oral presentations and job search preparation, including resumes, application forms and interview techniques.

ENG513
College Short
Reading, writing, grammar and spelling skills are advanced to Grade 11. This program also includes a strong vocational planning and guidance component as well as vocational planning and guidance component as well as vocational orientation. Computer literacy covers familiarity with computers, systems operations and basic word processing (WordPerfect 5.1). Study skills include library and research skills, note-taking and exam-taking techniques, and successful time management.

ENG514
Pre-Business
This semestered course improves the student's grammar, writing, reading, spelling and vocabulary skills to Grade 12. Study skills, oral presentations and computer literacy are addressed.

ENG523
College Short
The skills begun in English513 are advanced to Grade 12.

ENG529
English Level 2
This course improves the student's reading, writing, grammar, spelling and vocabulary skills up to Grade 8. Emphasis is placed on reading and writing skills. Both lectured and individualized approaches are used.

ENG530
Language and Communications-Part A
A short review of run-on, fragments, comma, semicolon and colon leads to sentence structure and paragraph writing. An introduction to the business letter and memo is followed with appropriate letters and memos.

ENG530
Language and Communications-Part B
The importance of communicating in the workplace is practised with technical instructions. Job search techniques are presented, and the student will have completed the resume, solicited and unsolicited application letter and application form. The memo report is introduced and an appropriate exercise is applied.

ENG534
English Level 3
The skills learned in English529 are advanced to Grade 10. The emphasis and approaches used are similar.

ENG539
This 20-hour course covers the memo, business letters, applying for a job and an oral report.

ENG541
Language and Communications
An introduction to the business letter and memo is followed by exercises in letters and memos. The memo report is introduced followed by an appropriate exercise. The student is presented with appropriate job search techniques and completes a resume, a solicited and unsolicited application letter and an application form. Communicating in the workplace will be covered along with an instruction assignment. An exercise in workplace legislation will be completed.

ENG552
Language and Communications I
This course includes basic grammar, listening and reading exercises, writing instructions, applying for a job and business correspondance.

ENG561
Fashian Communications I
This course presents a college level approach to memo writing, various types of business letters, formal and informal reports, research skills, preparation of reports, preparation and presentation of a speech and the job search. Communication theory vital to business is emphasized and applied to each area of study.

ENG562
Language and Communication II
This course concentrates on letter writing, application forms, the resume and covering letter and other aspects of the job search.

ENG592
Business English and Spelling
The emphasis is on proofreading. Course covers: grammar, usage and punctuation. Student will keep a daily journal to learn basic writing skills. Emphasis is placed on clear language. Course also covers review of spelling rules, proofreading symbols and techniques, fundamentals of word division, capitalization and expressions of numbers.

ENG610
Basic Level
This course focuses on the skills that are required by the apprentice when dealing with other groups. These other groups consist of customers, architects, and other trade mechanics. Documentation such as purchase orders and work orders are also studied.

ENG620
Intermediate Level
This course looks at those skills required for the apprentice to be successful within his or her own organization. Skills such as job search, career development and selling ideas are covered. Other topics include understanding unions, the Occupational Health and Safety Act and the Human Rights Code.

ENG630
Advanced Level
The focus of this course is topics in business administration as it applies to the mechanical trades. Topics such as how to start a business, understanding contracts and personal investments are covered. Other topics include understanding code books, WHIMS, and multiculturalism.

ENG700
Language and Communication Skills
An introduction to grammar and structure, spelling, vocabulary, and reading and writing skills.

ENV3600
Environmntol Sciences
This course covers water quality, sources and uses, including movement of contaminants, groundwater systems and wastewater. Waste management includes site selection, sludge management, hazardous waste management, environmental planning and decision making.

EST300
Graphic Arts Estimating
This course introduces the student to estimating functions to determine costs and prices for all operations associated with paper, printing inks, lithographic plates, presswork, bindery operations, typesetting and photographic processes. The course also includes a review of the total estimating picture and a short introduction to web estimating and computer assisted estimating.

FAB100
Fabric Science
This course introduces the student to textiles, outlining the structure of the textile industry and its relationship to fashion and apparel products. It details the components of textiles, including fibres, yarns, fabric construction, colour application methods and fabric finishes applied to enhance appearance and function of fabric. The student will prepare and use a comprehensive swatch kit to demonstrate the different textiles.

FAB160
Fabrics Analysis and Laboratory
This course continues the development of skills from the first semester of textiles, detailing the aspects of colour and fabric finishes and their methods of application to create fabrics that are attractive and functional for end use. Emphasis will be put on care and renovation of textiles and textile quality assessment

FAB200
Fabric Science
This course is the third in the fabric science series of courses designed to provide the student with the theoretical and practical knowledge necessary to test and assess textile products as they are transformed into apparel products. The course uses the textile laboratory and the specialized textile testing equipment to demonstrate and practice fabric identification and testing.

FASH107
Fashion Illustration I
This course is designed to equip the student with no previous drawing skill or experience with the skills necessary to illustrate ideas for garments. The student will learn technical drawing of various pants and skirts and the details of these, including gathers, pleats and pockets. Proportions of the "fashion figure" are outlined along with construction of such details as the face. Principles of depicting "drawing" of a garment on such a figure are explained.

FASH157
Fashion Illustration II
This course builds on skills learned in FASH107, including the depiction of various fabric textures as tweed, knit, transparency and shiny surfaces such as sequins. The student will experiment with display layout in various forms, including newspaper advertising design and label design. Felt markers and watercolour wash are used as on illustration medium.

FASH201
Fashian Illustration and Colour
The student will produce two presentation boards depicting an evening dress and a coat. Work will also be done with logo development, costume illustration for theatre and the production of a portfolio.

FASH257
Fashion Art III (Portfolio)
This course will develop an outstanding portfolio by working with the strongest visually-oriented students. Emphasis will be on strengthening individual skills in a one-on-one setting.
Prerequisite: FASH201 with on A average or above

FASH544
See FASH107

FASH554
See FASH157

FBM402
Therapeutic Diets
The student will come to understand the principles of dietary modifications and their implementation and will learn how to adapt menus to meet the dietary needs of patients.

FC104
Food, Beverage and Labour Cast Control
Because strict control of costs is essential for the survival of a hospitality business, it is imperative that students learn what cost controls are available to a manager. The emphasis in this course is on how to make these controls work.
Prerequisite: PUR104 (PUR705 for Chef Training)

FC404
Operational Cantrals
The policies and practices required to control costs of food, labour and other expenses in food service operations are learned in this course.

FC503
Food, Beverage and Labour Cast Control
See FC104
Prerequisite: PUR505.

FCH404
Applied Food Chemistry
This course will provide students with a knowledge and understanding of the structure and composition of foods and the scientific principles involved in food preparation.

FCL703
See FC104

FFE201
Food Facilities and Blueprint Reading
Students learn the basic fundamentals involved in the planning of a food service facility, given a defined concept and a variety of reports and projects to implement the principles studied.

FFE202
Food Facilities Design and Layout
In this course, the hospitality management student applies basic development concepts to a specific facility-a kitchen, a dining room or a hotel guest room.
Prerequisite: Facilities Planning and Design

FFE203
Food Facilities Design/Layout
See FFE202

FIT107
Applied Exercise Techniques I
This course involves practical weight training techniques and the correct techniques and precautions for calisthenics.

FIT108
Applied Exercise Techniques II
This course involves practical demanstration, teaching and participation of various fitness training programs.

FIT111
Introduction to Fitness Testing I
This course instructs the students in human performance tests related to a variety of fitness components.

FIT113
Introduction to Fitness Testing II
This course instructs the students in human performance tests related to cardiovascular fitness components.

FIT115
Exercise Class Leadership I
The course content will include the group class market; elements of a good class; performance criteria; content and exercise selection; introduction to music; planning and organization.

FIT116
Fitness Testing Clinic
The applied course is structured to provide the students with a background in fitness testing and counselling.

FIT205
E.C.G. Monitoring Techniques
This course will involve theoretical information and practical experience to enable the student when given various tracings, to recognize if the E.C.G. pattern is irregular.

FIT209
Guidelines to Exercise Programming
The course provides the opportunity to use principles from exercise physiology, functional anatomy, testing, training techniques and communications to design and implement a variety of physical fitness programs.

FIT223
Advanced Fitness Testing
This course instructs students in advanced human performance tests related to a variety of fitness components.

FLDP100
Field Practice
The student will gain experience by applying a wide range of dental assisting responsibilities in a field placement environment.

FLDP101/2
Field Practice I & II
Supervised field work is an integral part of the program. Job skills will be developed through placement in a variety of programs and facilities. Students will be required to gain experience in both institutional and community agencies. Field practise li a prerequisite for Field Practise II. Must be taken concurrently with Semester 1 and 2 courses.

FLDP200
Field Practice
Students will gain an appreciation of the broad scope of community dental health services by working in various field placement environments.

FLDP203/4
Field Practice III & IV
To be taken concurrently with Field Work Seminar III and IV.
Prerequisite: FLDP101 and 102.

FLWD101/2
Field Work Seminar I & II
Students meet weekly with faculty advisors to discuss common concerns and explore issues raised in Field Practice. The seminar provides an opportunity to integrate academic and practical learning experience in a small group. To be taken concurrently with Field Practice I & II.

FLWD203/4
Field Work Seminar III & IV
To be taken concurrently with Field Practice III and IV. Prerequisite: FLDW101 and 102.

FLEX200
Machine Printing Flexography
This is a basic course in the fundamental of flexographic printing. It covers safety and housekeeping, lubrication, roll feed and web tension, the printing units, services of press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking systems, flexographic inks and their compatible solvents, ink viscosity measurements, rubber plates, Anilox rolls, ink metering systems, position and register, substrates, running problems and corrections.

FLEX300
Machine Printing Flexography
This is an advanced course in flexography printing on various substrates, using photopolymer and rubber plates.

FLQ101
Large Quantity Food Basic
This course trains the student to prepare large quantities, a requirement of the industry. Not only do students practice their culinary techniques, but they also develop the professional approaches required in the workplace. The Large Quantity Food course is a required component of the Cook's Apprenticeship Programme.
Prerequisites: FSQ101. Recommended but not required: BKT101, MT101.

FLQ102
Large Quantity Food Advanced
This course prepares the student to work with the rectities of a commercial kitchen. Through their daily preparation of a five-course meal, students experience the demands of the workplace, work as a member of a team and learn to achieve the standards of quality required by the consuming public.
Prerequisites: FTC102, FSQ101 and 102, FLQ101/2, BK101 and 102.

FLQ203 Advanced International Cuisine
This course prepares the student to prepare international and ethnic cuisine; covers the culinary skills required, the commonly used ingredients, customs and culture and menu design of international cookery.
Prerequisites: FTC101, FSQ101 and 102, FLQ101 and 102.

FLQ205 Food Preparation Garde Manger
In this course, the student learns how to work in one of the busiest areas of the kitchen-the cold preparation area. The student will learn to prepare, store and serve various cold food items such as salads, hors d'oeuvres and canapes.

FLQ502 Large Quantity a la Carte
See FLQ102
Prerequisites: FTC502, FSQ501A, FLQ501A, BK501, BK502A.

FLQ701 Large Quantity Food Basic
See FLQ101

FLQ702 Large Quantity a la Carte
See FSQ102
Prerequisites: FTC702, FSQ701 and 702, FLQ701 and 702, BK702.

FOO202 Front Office Operatians
In this course, the student learns about the first two stages of the guest cycle, the service and operational tasks performed during the occupancy and departure stages. Students are introduced to the managerial function of the front office, that is, the functions of the reservation and front office manager.
Prerequisite: FOP201

FOO502 Front Office Operatians
See FOO202
Prerequisite: FOP501

FOP201 Front Office Procedures
In this course, the student learns about the first two stages of the guest cycle. These are the two highest profile functions of the hotel front office, the pre-arrival and arrival stages.

FOP501 Front Office Procedures
See FOP201

FP534 Cantonese Preparation
Students learn the basics of vegetable cutting through to the more complex skill of decorative vegetable cutting. They also study types of woks, wok handling, cooking temperature control marinating of meat, poultry and seafood, the use of starches, oil, spices, the most popular sauces, and the importance of supporting ingredients. Twenty different dishes are taught.

FP535 Dim Sum Preparation
In the course, approximately 15 different varieties of Dim Sum, from Har gow to Char Sui Bow, are taught, using steaming, boiling, and deep fried cooking methods.

FP536 Chop Suey and Food Preparation
In demonstration and through hands-on preparation, student learn most of the popular Chinese restaurant dishes, including egg rolls, pineapple chicken balls, chop suey, diced chicken and almond, etc.

FP537 Sichuan (Szechuan) Preparation
Students are taught to reproduce the unique sesame taste of traditional Sichuan dishes. In addition, students will learn Sichuan Dim Sum dishes.

FP544 Cantonese Preparation
Building on skills previously acquired, the student uses different methods of cooking 20 dishes that include vegetables, especially bean cakes, fish, and shellfish, as main ingredients.

FP545 Dim Sum Preparation
In this course, the more complex and difficult items of Dim Sum such as twisted donut, custard tarts, and spicy chicken, are among the 20 dishes which students learn to make.

FP547 Sichuan (Szechuan) Preparation
In this continuation of FP537, students are taught about more complex Sichuan dishes including the Hot and Spicy, Sesame Hot, Peking Duck, Drunken Chicken, and Eight Treasures Rice.

FP548 Barbecue Preparation
In this course, the two types of Barbecue — Chop Suey and Cantonese — are learned by students who produce dishes such as spare ribs, pork, chicken, duck, and whole suckling pig.

FP549 Chop Suey Preparation
This course is a continuation of FP537.

FP400 Classical and Contemparary Italian Food Preparation Techniques
Throughout the program classical and contemporary Italian food styles and techniques are presented. These include developing an inventary of preparation, presentation and service techniques of savory antipasti, breads, eggs, vegetable dishes and salads.

FR100 Conversational French Beginners
Students will learn techniques to help them acquire a second language and they will develop strategies to enable them to use a basic knowledge of the language function in daily situations with native speakers.

FR101 Conversational French Intermediate
The number and kinds of communicative activities possible will be greater than in the basic level class. Simple units of French vocabulary used in the business world will be studied. The student will learn to express opinions and give instructions, and be able to tell a simple story and make a simple presentation about self, family, friends, preferences, possessions, etc. The student will be able to report on what someone else has said.
Prerequisite: FR100

FSL502A Large Quantity a la Carte
See FLQ102
Prerequisites: FTC101, FSQ101 and 102, FLQ101 and 102, BK101 and 102.

FSQ101 Small Quantity Food Preparation Basic
This course prepares the student for the realities at the industry. The student is introduced to many basic preparations; practices basic culinary techniques; and develops working habits required in the workplace. The Small Quantity Food course is a required campanent of the Cook's Apprenticeship Programme.

FSQ102 Small Quantity Food Preparation Advanced
In this course, the student adds to the repertoire of culinary skills. The student will practice these skills within the supervised setting of the demanstration lab.

FSQ203 Small Quantity Food International Preparation III
This course is a detailed study of culture, climate, food products and other factors influencing ethnic and international cuisines of various countries. The student will develop the skills necessary to plan international menus, modify and adapt recipes and apply these skills to the preparation of international dishes.
Prerequisites: FSQ101 and 102, FLQ102, FLQ205

FSQ400 Italian Small Quantity Food Demanstration and Labs
Students are introduced to the preparation of Italian cuisine through daily demanstrations and labs. Included are the traditional recipes and preparational styles of soups, pasta, rice, polenta, gnocchi, sauces and marinades usedin Italian cuisine. Classes on specialized butchering, fish, shellfish and molluscs are also featured.

FSQ501 Small Quantity Food Preparation Basic
See FSQ101

FSQ701 Small Quantity Food Preparation Basic
See FSQ101

FSQ702 Small Quantity Food Preparation Advanced
See FSQ102

FT101
See ELS121

FT532
See ELS121

FTC101 Food Theary Basic
This course provides the theoretical background necessary for the practical cooking courses which follow. Students learn about the basic ingredients used in cooking; what they are, and how and why they function as they do in the cooking process. This course is a required campanent of the Basic Cook's Apprenticeship Program.

FTC102 Food Theory Advanced
This course is a continuation of the Basic Food Theory course. The student continues to learn the interrelation of ingredients and method of preparation. Topics covered is this course are on the examination for the Certificate of Qualification for the trade of Cook, and this course is a required campanent of the Advanced Cook's Apprenticeship Program.

FTC203 Food Theory III
In this course, the student will learn the theary behind the preparation of cold food items such as salads, hors d'oeuvre, and canapes. Procedures for handling various row products and storing prepared cold food items is covered.
Prerequisites: FTC101 and 102, FLQ101 and 102, BK101, MT101, Menu Planning

FTC400 Italian Culinary Theory
Following an introduction to the Italian "Batteria de Cucina" (cooking terminalogy), the origins and regional features of Italian cuisine are presented.

FTC501 Food Theory Basic
See FTC101

FTC502 Food Theory Advanced
See FTC102

FTC577 Food Theory
Terminology of Chinese cooking is discussed. Ingredients of traditional and modern Chinese food are described along with their sources, storage requirements, and the reactions which occur when they are combined.

FTC701 Food Theory Basic
See FTC101

FTC702 Food Theory Advanced
See FTC102

FURN104 Upholstery I
This course introduces the student to methods of upholstering chairs, completed from existing frames. Basic methods of springing, stuffing, measuring and cutting of fabrics, and final application of fabrics are taught. The student has the option of buying the finished product.

FURN106 Technical Drawing and Blueprint Reading
This course is intended to provide the furniture student with basic drawing skills and the ability to read blueprints. In addition to class assignments in lettering, line weights, layout, dimensioning, etc., students will make technical drawings of all woodworking projects.

FURN107 Design and Interiors I
An introductory course in the elements and principles of design as a foundation for the study of furniture cabinets and interiors. Students will complete exercises to be included in their own ongoing design workbook. There will be additional exercises in freehand sketching and shading. Students will also learn where to find books and magazines and other reference materials and resources in the library and community.

FURN109 Finishing Theory and Materials I
Introduction to finishing materials, applications and schedules. Sample boards will be made up. Introduction to spray equipment.

FURN110 Cabinet-making and Wood-machining I
The student learns drawing, layout and preparation of cutting lists of elementary projects and is introduced to the use of woodworking hand and power tools in making prescribed projects. Fitting, assembly, clean-up and surface preparation of machined projects is also included. The student learns the safe, basic use of woodworking machines such as the radial arm saw, jointer, thickness planer, variety saw, mortising machine, band saw, wood lathe and shaper.

FURN111 Woodworking Theory and Materials I
This course teaches woodwark theary. The student will learn the basics of lumber, seasoning, defects, hard-woods, metal fasteners, plywood, fasteners, abrasives, adhesives, saw blades and grind stones.

FURN112 Upholstery Theory and Materials
A study of materials, modern and historical, used in the making of upholstered furniture. Care and use of upholstering tools and equipment. Safety in the workshop. Knowledge of toxic materials used in the upholstery trade.

FURN113 Cabinet-making and Wood-machining II
This course gives the student information on drawing, layout, preparing cutting lists and making patterns for projects that are more complex. Fitting, assembly, clean-up and surface preparation are also included. The fitting of hardware and the use of the router are taught, along with the safe use of the radial arm saw, jointer, thickness planer, variety saw, sliding table panel saw, band saw, mortiser, wood lathe, strake sander, Bel and disc sander, drill press, horizontal barer and shaper.

FURN114 Uphalstering Theory and Materials II
This course includes a study of furniture frames and styles and an introduction to textile science, from fibre to fabrics. Fabric recognition, content analysis and performance testing are also included.

FURN1115 Furniture Production Management I
See BUS117

FURN117 Finishing I
This course is an introduction to finishing materials. The student will learn health and safety precautions with solvents and inflammatory materials, surface preparation and simple finishing schedules and the mixing and application at various stains.

FURN153 Finishing II
This course provides an introduction to spray equipment and instruction in motion study and spray application. An introduction to burn-in and touch-up materials, the use of glaze for antiques and hubbings schedules are also taught.

FURN154 Upholstery II
This course advances the student to the making of more difficult chair styles. It introduces the "webbing and coil" method of springing, the fitting and sewing of upholstery fabrics and the making of loose cushions. The production of a large wing chair is the final project of the course.

FURN156 Technical Drawing II
This course builds on the material introduced in FURN106. Isometric and blueprint drawing are introduced.

FURN157 Design and Interiors II
This course uses slide shows to examine the various periods in the history of furniture design. The student will learn about the changes from handmade to machine made furniture and about developments in the twentieth century. Other topics covered are the role of industrial, interior and custom furniture designers and elements of design as applied to furniture. There will be a field trip to workshops of local furniture designers.

FURN159 Finishing Theory and Materials II
This course gives further uses of spray equipment and covers application, antiquing and rubbing.

FURN203 Finishing III
Burn-in and touch-up are taught in more detail. The use of paste filler an open grained wood is covered and water stain, wash coat and paste filler schedules are practised. Highlighting with the use of NQR spirit stain and oiled finishes is covered.

FURN204A Uphalstery III
This course teaches methods in the manufacture of sofas, love seats and other larger pieces of upholstered furniture. Decorative upholstering techniques such as fluting and diamond tufting are introduced. The recovering and rebuilding of upholstered furniture is a major part of the course.

FURN206A Technical Drawing - Computer Assisted
This is an introductory course in the use of Auto Cad design software. The student will learn how to make two dimensional drawings on the computer and how to dimension those drawings and plot them onto paper. There will also be a demanstration of computer controlled machinery.

FURN212
See FURN257A

FURN213 Furniture Production Management II
This is an introduction to business, its role in the economy and the effect of the environment on business ownership. Emphasis is placed on the ownership of property, the pursuit of profit, different market structuring, sole proprietorship, the partnership and the corporation and their inherent advantages and disadvantages.

FURN216 Industrial Sewing Machine Maintenance I
This course will equip the student with a basic understanding of the types of sewing machinery used in the manufacture of upholstered furniture. The student will be introduced to the methods used in the care and maintenance of the basic machine, ordering parts, the use of the correct tools and safety practices in sewing.

FURN219 Woodworking Theory and Materials III
The student will learn the various cutting actions in wood machining using the circular saw, the band saw, rotary cutters, wood barers, the jointer and planer and abrasive cutters. The student will be able to set up and operate machines to perform more complex operations and will be able to make jigs for a defined range of machine operations.

FURN220 Cabinet-making and Wood-machining III
The student will work on various veneering techniques that involve veneering a flat surface, a curved surface, an edge and edge banding. The layout and making of a chair will also be included. More advanced wood machining will be covered in this section, including overhead router work, designing and making of jigs and tool grinding.

FURN221 Wood Finishing and Restoration I
This course covers burn-in and touch-up. It also includes finishing without the use of spray equipment to freshen-up existing frames/chairs.

FURN222 Furniture Production Management II
Continuation of FURN115 with a focus on discussion of factors related to running a successful enterprise. Case studies, group discussions, and group presentations, are all included. Students receive practical instruction an camputers and their use in business management.

FURN223 Cabinet-making and Wood-machining IV
The student will make original furniture, explaring techniques which are of special interest.

FURN224 Finishing Theory and Materials III
The student will cover colour matching, antiquing, glazing and highlighting.

FURN225 Plastics in Furniture I
An introduction to plastics used in furniture in a workshop setting prepares the student to handle and work with these plastics.

FURN226 Finishing Theory and Materials IV
The student will experiment and make samples to campile a comprehensive portfolio.

FURN227 Uphalstering Theory and Materials III
This course includes a study of many types of springing and suspensions. Uphalstery styles and trends are examined and discussions are held an tufting techniques.

FURN228 Uphalstery IV
This course teaches advanced techniques including spring-edge construction, semi-attached cushion backs and deep buttoning. Estimating for fabrics in recover work is emphasized and speed of production is encouraged.

FURN255 Uphalstering Theory and Materials IV
This course teaches re-upholstering techniques and restoration of antique furniture, including materials and methods.

FURN256 Technical Drawing IV
The student will continue to develop the sketching and drawing skills learning in Technical Drawing III. In addition, presentation methods will be covered to assist in campiling the student's portfolio.

FURN257A Design and Interiars III
This course will apply design principles to the design of furniture. The student will design assigned objects as well as chosen objects. Topics covered include problem solving, steps in designing furniture, form, proportion, ergonomics and strength of materials.

FURN257A Design and Interiars IV
The student continues to design original furniture. The design of jigs (shop-built devices) is examined. Students focus an preparation of their individual portfolios of work for use with clients or employers. Other topics covered include: architectural blueprint reading, estimating, perspective drawings and practical considerations relating to self-employment.

FURN260 Plastics in Furniture
This course covers the theary and practice of making forms and moulds, materials used in their fabrication, polishing compounds and release agents. Metals used in furniture, their classifications and properties and their structural and decorative uses are also taught.

FURN261 Wood Furnishing and Restoration II
The student will learn further techniques of decorative furnishing, including tooling and antiquing. The student will make up colour samples for further reference.

FURN263 Finishing IV
This course teaches the technique of applying decorative finishes, the use of toners and shading lacquer and the art of applying gold leaf and other metallic finishes. The mixing, spraying and rubbing of high gloss polyester resin and catalyzed lacquers is also taught, along with aging techniques.

FURN266 Industrial Sewing Machine Maintenance II
This course applies the knowledge gained in FURN216 and provides the further knowledge necessary for the repair of the basic upholstery machine. The student will carry out many of the standard maintenance functions and repairs required to ensure consistent quality performance on the basic upholstery sewing machine

FURN551 Uphalstery I
This course includes safety in the workshop, safe use of hazardous materials, discussions on upholstering tools and power equipment and materials used in upholstering.

FURN552A Wood Refinishing and Touch-Up
This course provides an introduction to finishing materials, health and safety precautions, solvents and flammable materials. Surface preparation and simple finishing schedules are taught, along with mix and applications of various stains. The course also provides an introduction to spray equipment.

FURN553 Technical Drawing I
This course will provide the furniture student with basic drawing skills and the ability to read blueprints. In addition to class assignments in lettering, line weights, layout and dimensioning, the student will make technical drawings of all woodworking projects.

FURN554 Finishing Theory
This course teaches the selection of different types of stains, including all, alcohol and water and their applications. It also covers the advantages and disadvantages of various coating materials, including lacquers, shellacs, varnishes and oils.

FURN555 Uphalstering, Springing, Cutting, and Sewing I
This course teaches the production and restoration of all types of uphalstered furniture. It includes cutting and fitting of fabrics, machine sewing, re-building and re-springing and application of fabric covering.

FURN556 History of Furniture
See FURN157

FURN561 Furniture Design
This course will examine issues related to the design of furniture and cabinets. Topics to be covered will include problem solving, steps in the design process, strength of materials, visual design (aesthetics) and ergonomics. Types of production will be examined, including mass production, ready to assemble, contract furniture, custom cabinetmaking and designers/makers. The student will also learn about the use of computers in design and manufacturing and reading architectural blueprints.

FURN562 Woodworking, Finishing and Refinishing
This course includes the use of liquid and paste paint remover, and provides an introduction to the use of spray equipment. The student will make up and finish a sample board.

FURN562A Wood Finishing and Touch-Up II
See FURN562

FURN563 Technical Drawing II
See FURN156

FURN563 Uphalstering, Springing, Cutting and Sewing II
This course teaches advanced techniques in upholstering and re-upholstering. It includes coil-springing, spring-edges, diamond tufting and semi-attached cushions.

FURN564 Re-Finishing Theory
This course covers applications of various types of paint removers, including both paste and liquid preparations. It also covers preparation of the object priar to finishing.

FURN566 Uphalstery Theory II
This course provides studies of uphalstery, fabrics and furniture styles and discussion on custom uphalstering restoration methods.

GCD200 Creative Designer
This computer-assisted design course enables the student to create full-colour designs. The system is equipped to capture colour images from sketches, photographs or live models and display them on a high resolution colour manitor. By the end of the course, beginners in drawing will be able to produce unique designs with exceptional fashion graphics.

GEM100 Gemmology I
In this course the student is taught the basic nature of the gem materials, their physical and optical properties and how to test and identify them. Several specialized gemmalogical instruments are used to identify natural and synthetic materials and the imitations by comparing the physical properties, chemical campasition and optical characteristics.

GEM101 Gemstone Rendering
This course examines the application of gem materials in jewellery items through history and leads into the developments in jewellery appraising techniques. It explains the elements of appraising, the need for a comprehensive knowledge of precious metals and jewellery making techniques and the need of the knowledge of gems. A system of evaluation of all the components of appraisal is presented.

GEM102 Metal Testing and Identification
This course covers: precious metals jewellery, precious metals marking act and testing precious metals; recognizing manufacturing methods; recognizing gem setting methods; cleaning jewellery and other merchandise before appraisal; stone weight estimation and stone grading procedure; quality grading an the entire item; basic techniques in determining a gemstone's colour grade; and pricing guide and lists-campanent charts. There will be exercises an various pieces of jewellery to determine the approximate weight quality and a fair market value for each piece.

GEM103 Diamond Grading
In this course students undertake an intensive study of diamonds, their origin, optical characteristics, inclusions of undesirable materials, differences in colour, imperfections in cutting as well as several styles of cuts and their optical characteristics. The standard diamond grading form is used to classify and grade the stones to industry standards.

GEM110 Gemmology II
This course continues with the examination of gem materials with the emphasis an identifying the desirable characteristics as well as the flaws in campasition, crystal structure, colour and the presence of undesirable inclusions. The grading of coloured stones according to origin colour, clarity and cut is practices by extensive use of gemmalogical equipment. More than 300 gem materials are studied.

GEM167 Gemmology
This course covers; definition of natural, synthetic and imitation gems; nature and formation of minerals, elementary crystallography, nature of light, electromagnetic spectrum, reflection and refraction of light. Snell's law and optical measurement. Lustre and transparency are defined and described. Also covered are fracture, cleavage, stability, hardness and specific gravity. The student will learn methods of nondestructive testing necessary to describe characteristics of given gems. The use of the loupe and polariscope is also taught. There will be one field trip.

GEM177 Gemmology II
This course covers: single and double refraction, birefringence, critical angle of total internal reflection, optic axis and their application in gem setting. The student will learn the use of the refractometer, polariscope, dichroscope and chelsea filter, and practice drawing of brilliant and step cuts, cabochon, doublets and triplets. Using loupe and microscope the student will learn to recognize and describe a variety of phenomena in gems. The student will also learn the principles of manufacturing synthetic spinel and corundum by Verneuil method; also differentiation between natural and synthetic substances.
Prerequisite: GEM1167.

GEM267 Gemmology III
Course covers study of crystals, optic signs, methods of determining refractive index, isomorphism replacement; identification of the facets at the brilliant cut; accurate description of gemstones, including the four C's of diamond grading. Chrysoberyl, corundum, zircon, topaz and spinel will be studied in detail.
Prerequisite: GEM177.

GEM277 Gemmology IV
The study of crystallography is expanded to detailed analyses of the symmetry at the ten crystal systems. The student will work with the loupe, microscope, dichroscope and other instruments and will learn to identify natural and synthetic gems. The emphasis of the course is on gem identification and proper use of instruments.
Prerequisite: GEM267.

GEM367 Diamond Grading
Course covers: physical properties of the diamond; optical characteristics, crystal structure, etc.; proportions of brilliant cut; angles and proportions; use of instruments such as leveridge gouge and table gouge; essentials of appraisal; distinguishing diamond from synthetics and other imitations; three types of appraisal.
Prerequisite: GEM367.

GEM377 Diamond Grading
This course covers practical diamond grading. The student plats and codes blemishes and inclusions and assigns a clarity grade, evaluates florescence using ultraviolet light and colour grade by comparing the diamond with the colour comparison set, examines diamonds for proportions, errors in cutting and carat weight/size, identifies laser treatments or colour enhancements if present, grades fancy shapes and colours and mounted diamonds, and studies mining and marketing.
Prerequisite: GEM367.

GEM411 Diamond Grading
In this course the student learns the physical characteristics of diamonds, their optical properties, crystal structure cleavages, fractures and susceptibility to heat and chemicals. The four "C's" (Colour, Clarity, Cut and Carat) of diamond grading are individually explained. The student must be able to label all facets of the brilliant cut, old mine cut and old european cut. Size proportians are determined by measuring and weighing methods.

GEM412 Gemmology III
In this course the student is taught how to identify a variety of natural and synthetic gem materials and imitations to avoid possible costly errors when accepting repairs. The study of uniaxial and biaxial crystals, the use of gemmological instruments to accurately describe gemstones including blemishes, inclusions and other characteristics as well as the prevalent types of cuts of different stones is oriented toward recognition and description.

GEM421 Diamond Grading
In this course the student uses the standard procedures of diamond grading. The appraising form is used to note specific characteristics of every diamond under observation. Special emphasis is placed on the use of instruments and methods of investigation to identify colour, blemishes, proportians of the cut and uniformity of facets.

GEM422 Gemmology IV
In this course the study of a variety of gemstones is continued with the emphasis on proper identification and description. Several instruments such as the loupe, the microscope, dichroscope, refractometer, polariscope, spectroscope, chelsea filters and ultraviolet lights and others are used to identify a substantial number of natural and synthetic gem materials.

GER200 Gerontology
This course provides the student with a knowledge of the demography and characteristics of the aged population.

GER201 Gerontology
This course is a psychological and social study of aging. Emphasis is on understanding the special needs of the elderly within the dental health field.

GERI101 Biology of Aging
This course will focus on the anatomy of adult body systems, age-related changes in anatomical structure and function, and age-related disorders common to the older adult.

GRAD219 Grading (Styles and Rule Tables)
The student will study and grade differently styled patterns using the hand grading machine. Four style groups are covered.
Prerequisite: PAT282.

HEAL102 Prevention & Treatment of Injuries
This course centers an recognition, immediate first aid and suggested rehabilitation exercises for various acute and chronic orthopaedic problems associated with physical activity.

HEAL103 Introduction to Health Promotion
This 34 hour course will be designed to introduce the students to lifeskills concepts that will enhance their personal and career successes and enable them to derive greater benefits from their college experience.

HEAL301 Health Promotion I
This course prepares the student as a "change agent" in regard to facilitating the patient to becoming more accountable for their own wellness. The student will initially be introduced to basic nutrition, fitness and stress management principles.

HIST104 General Histology
This course is designed to familiarize the student with cell cytology and basic tissue histology - epithelium, connective and muscle tissues.

HIST105 Dental Histology and Embryology
This course includes the general descriptive embryological principles that govern the formation of the face, neck, oral cavity, including dental structures.

HIST106 Histology
This course covers the basic principles of Histology, and the following topics: the cell; transport across cell membrane; nucleic acids and protein synthesis.

HIST107 Histology
This course will provide the Chiropody student with a knowledge of the primary normal anatomy and physiology of a typical human cell, of the primary tissues, and of the skin.

HIST116 Dental Histology & Embryology
Having mastered the fundamentals of general histology, students will progress to a basic course in Dental Histology and Embryology.

HIST202 Ceramic/Art History
This course surveys western and eastern ceramics from 5000 B.C. to pre-industrial revolution period (Egyptian, Mesopotamian, Minoan, Greek, Roman, Chinese, Korean and Japanese cultures).

HIST252 Ceramic/Art History
This course surveys the post-industrial revolution, including art ceramics of the 19th century, the art and craft movement of the 20th century, contemporary ceramics, art history, and social and creative factors.

HIST400 Advanced Dental Histology/Embryology
This course will emphasize oral histology and embryology including the development of the tooth, its surrounding structures and the salivary glands.

HK201 Housekeeping
This course provides an introduction to the importance and responsibilities of the housekeeping division of a hotel.

HOUS111/112 Housekeeping Theory
This course provides the student with an understanding of housekeeping cash, organization of labour for housekeeping, contract cleaning, waste disposal, care and maintenance of building materials, equipment requirements and applications, purchasing and inventory control.

HRM104 Human Resources Administration
This course will make the student "literate" in the issues of human resource management, including the relationship between the human resources function and the rest of the organization.

HRM201 Compensation and Benefits (Pay Equity)
This course provides an understanding of the process, issues and techniques involved in developing and administering a compensation system. The course will examine pay equity legislation and its impact an job evaluation, job class identification and comparison, wage adjustments and resulting implications for equitable compensation for all.

HRM203 Staff Training and Development
This course provides the student with an understanding of the role of training and development in human resource management and its importance as a strategic approach to improved productivity, efficiency and profitability in the organization.

HRM205 Recruitment and Selection
This course explores and analyzes the processes of applicant search, screening, interviewing and selection with a view to ensuring a bias-free approach which is inclusive in intent.

HRM207 Human Resources Information Systems
This course presents the basic concepts and structure, including the usual subsystems comprising an HRIS; sets out the steps involved in developing an HRIS; and provides a survey of commercial HRIS software currently available. Collection of sensitive personal data and related privacy management will be covered.

HRM209 Human Resources Planning
This course introduces the student to human resources planning, including research techniques and appropriate use of HRIS, and provides an understanding of the essential elements of the planning process and its role in the achievement of organizational goals.

HRM211 Managing Change: A Co-Operative Task
This course examines the issues involved in facilitating organizational change and explores both tested and innovative techniques in the context of a worker/employer partnership.

HRM213 Collective Agreements: Negotiation and Administration
This course introduces the student to a study of the worker organizing processes; collective bargaining; emerging issues for negotiation such as pay equity, employment equity, sexual and racial harassment, workplace safety and environmental integrity; and administration of collective agreements.

HRM215 Employment Equity
This course examines generally accepted elements of employment equity programs from legislative, economic, human rights, and ethical perspectives. The prevailing theme of this course will be the importance of diversity in the workforce to the overall success of an organization.

HS105 Physics (Sound)
This Semester I, 30 hour course provides to the student the opportunity to develop an understanding of the physical and mechanical properties and characteristics associated with sound waves and the human hearing mechanism.

HS108 Level I Theory and Applications
This course provides the student with the theoretical/practicum background to hearing instrumentology. The various types of hearing devices, their components and functions.

HS111 Counselling
This course will help the student to learn specific practical counselling strategies for assisting clients.

HS116 Ethics/Professional Management
This course explores the concept of professionalism and the responsibilities and accountabilities of the professional in our society. The ethics associated with providing health services to the community form an important part of the course.

HS118 Practicum Consolidation
This course provides the student with practicum experience in hearing instrument technology.

HST358 Introduction to Mathematics
This course covers the fundamental concepts and operations of arithmetic and algebra, including geometric formulas, quare root, fractions, decimals, percentages, units of measure, metric system, word problems, graphing straight lines and more.

HST521 Life in Transitions
This two hour course emphasizes personal responsibilities to self and society and promotes better independent living skills. Introduction to time and stress management helps the student take control of his or her life at college. This course also emphasizes group dynamics, and allows the student to identify and learn about topics of interest to the rest of the class, for example money management, life insurance, will preparation, etc. A series of speakers will contribute their expertise in industry, community, etc.

HST522 Career Planning
This five hour course has two segments; the first (two hours) focused an classroom activities and the second (three hours) used for field trips to workplaces for observation. It is intended to help the student develop a deeper understanding about self-identity, to make more informed and suitable job and career decisions. The student will also acquire career planning and have the opportunity to explore different jobs at several selected workplaces. At the conclusion the student will summarize his or her findings in a Personal Career Profile and begin to plan career goals.

HST534 Earth Science
The basic premise of this course is to give the student a better foundation in the following basic concepts: structure of a dynamic earth, forces that attach the surface, forces that raise the surface, earth and the universe, and atmospheric science.

HST536 English
The English program is divided into two parts with one section concentrating on grammar fundamentals, and the secan section concentrating on development of English reading and writing skills. Literacy involves student development writing, writing workshops and reading of both student and instructor-chosen topics.

HST540 Life Skills
The life skills source is divided into many small topics. These include: financial, time and stress management; assertiveness training; family and work responsibilities; personal attributes and network building; consumer culture interaction; telephone etiquette. Other topics, generated via student interest, are used as themes within the literacy component.

HST542 Job Skills
The life skills component encompasses job skills. The students apply the knowledge learned from life skills in conjunction with new employment skills to the workplace setting. As well, information pertinent to their future career is taught and learned. Topics include team work, business etiquette; supervision, dealing with criticism; discrimination.

HST544 Introduction to Computers
This course covers an introduction to the concept of personal computers including input, processor (CPU) and more. The student learns the components of the personal computer (PC) and Disk Operation System (DOS) commands including formatting, writing, saving and printing.

HST546 Introduction to WardPerfect 5.1
This course introduces the power of microcomputer-based wordprocessing and the use of computers for composing reports, letters, memos, and other documents. The student learns how to use template commands (F1...F12).

HST548 Introduction to dBase IV
The students learn the new dBase IV control center and menu to create relational, enter, edit, browse through and delete records; manipulate and organize data; create and print quick, print labels and customized reports.

HST550 Introduction to Lotus 1-2-3
A clear, concise and practical approach to the popular electronic spreadsheet that combines power and flexibity with ease of use. The students learn Lotus commands and how to use arithmetic in Lotus.

HST552 Introduction to Computer Skills Upgrading 1
This is an introduction to advanced techniques of WordPerfect 5.1, Lotus 123 and dBase VI. For WordPerfect, the course covers uses of the computers for composing multi-page documents and multi-column layouts, setting margins, tabs and page lengths, and increasing knowledge of commands. For Lotus, the student explores the potential of 1-2-3 in more advanced applications and learns the extent of commands. In dBase the student works with multiple files simultaneously, exchanges data files with other programs, and uses other advanced commands.

HST554 Introduction to Computer Skills Upgrading II
This course introduces the student to the following skills an ACCPAC software: creating and maintaining a general ledger; entering accounting transactions; producing all critical financial reports; knowledge of commands. The course also allows the student to learn a specific software package and extend knowledge of advanced commands.

HST556 Work Placement I
This course allows the student an opportunity to put learning into practice. The workplace practicum provides an introduction to the world to the world of work while maintaining a support system for the student. Both teacher and student have the opportunity to assess the transference of skills learned to date. Also, teacher and student can determine areas needing improvement prior to employment. The work placement brings all the course work together into a pragmatic experience.

HST558 Work Placement II
This course allows the student a final opportunity to put learning into practice and determine skill areas to be further developed. Again, the student receives program support while exercising independence in the workplace. Work Placement II is an opportunity to experience a different workplace or return to the previous workstie. The student can compare the varied workplace cultures and make decisions about his or her own workplace preferences.

HST560 American Sign Language I: Sociolinguistic and Social Dynamic Studies
This course has two parts; the first focuses an the sociodynamic aspects of the deaf community and their culture, the second an the sociolinguistic aspects of American Sign Language. The student is encouraged to appreciate the halistic aspect of ASL and the deaf community. Students also: examine the effects of the social environment an communication; examine recent research relating to ASL and deaf culture; develop understanding of various linguistic aspects of ASL and their contextual applications. Deaf culture will encourage the student to study his or her own life and analyze his or her identity.

HST561 Reading 1
This reading course is designed to provide the student with an appreciation af the reading process. Using a variety of materials, students will learn to read for ideas within a context. The student will transfer meaning of a written text into ASL, which will be used as the base for understanding. Upon completing af the course the student will d be able to: find the main idea of a written possage; scan for details; derive meaning from context; make inferences; recognize facts and opinion; recognize and use synonyms, antanyms and idioms.

HST562 Writing Skills
This writing course is designed to provide the student with a variety af opportunities for self-expression in written farm. Using ASL as the base for understanding, the student will be able to transfer meanings, ideas and concepts through writing. Upon completion af this course the student will be able to: use correct subject/verb agreement; construct simple to complex sentences; develop paragraphs; recognize and construct different types of paragraphs; state the purpose of a written possage; state the torget audience af a written possage; use correct punctuation.

HST563 Moth 1
The basic goal of Moth 1 is to provide the student with a solid foundation in arithmetic, providing the foundation for a better understanding of study of standard algebra. Course content includes: review of basic operations, arder of operations, evaluation of geometric formulas, square root, properties of arithmetic, arithmetic fractions, fractions, decimals and percentages, units of measure, metric system, signed numbers, algebraic expressions and linear equations.

HST564 Deaf Studies
This course will give deaf persons an opportunity to explore and understand their deafness. It will identify deaf people's attitudes toward both deafness and hearing individuals, as well as the attitudes toward deafness and deaf people in society at large. The course is divided into two parts. The first part focuses an identifying interests and values, strengths, and limitations, and af feelings toward both the deaf and hearing worlds; the second part focuses an the role of the deaf community in educating the hearing community about deafness, and in exercising their rights in order to become effective citizens in both the deaf and hearing worlds.

HST566 Reading
This course is designed to improve the student's reading skills up to the 8th grade level. It will focus on vocabulary, understanding specific grammatical structures, and reading for information.

HST567 Writing skills
This course is designed to improve the student's writing skills up to the 8th grade level. It will focus an specific grammatical structures, the writing process, and writing techniques for specific purposes.

HST568 Science 1
Science 1 introduces astronamy, geology and meteorology (the solar system, the earth, and weather). Astronomy includes: measurement, the solar system, the universe, place and time and the moan. Geology includes: minerals and rocks, structural geology, isostasy and diastrophism, geologic time and surface processes. Meteorology includes: the atmosphere, winds and clauds, air masses and storms, weather forecasting, pollution and climate.

HST569 Math 2
Moth 2 is an introduction to algebra, providing the student with a better understanding of standard algebra. The course also includes a review of standard geometric applications.

HST570 Introduction to Psychology A

HST571 Introduction to Psychology B
This course is a limited introduction to psychology for the deaf and hard-of-hearing student who is not yet ready to take regular college courses and has no previous experience in psychology. It includes relevant research an deaf people. Some goals are: to examine some basic concepts of psychological principles that are relevant to the deaf and hard-of-hearing; to provide the student with an example of work in a regular college psychology class; to relate these concepts to the student's own life; and to teach the ability to think abstractly and apply theories to a variety of situations.

HST572 Science 2
This course is recammended as a continuation of Science 1, and covers physics and chemistry. Physics includes: matian, force and matian, work and energy, temperature and heat, waves, wave effects, electricity and magnetism, atomic physics, and nuclear physics. Chemistry includes: periodic tables, compounds, molecules and atoms, chemical principles, chemical reactians and complex molecules.

HST573 Introduction to Micro-Computers
This course is presented in a manner which allows the student to build practical experience an a theoratical base through the completian of theory modules and assignments. Computer-aided techniques are developed in a series of controlled steps moving from the file structures and simple DOS commands to basic wordprocessing and two dimensional drafting. Subjects covered include: hardware, types of disks, input/output devices, software applications, database structures and DOS commands.

HST574 Deaf Studies II
See HST564

HT105 Fuels I
This course covers fuel: types, availability, camparative cast, production, distribution, properties and characteristics, cambustian principles, venting and piping design and controls and safety devices.

HT205 Fuels II
This course covers fuel: applications and handling. Code requirements, the utilization of fuels in warm air and hot water systems, and flue gas analysis and system operating efficiencies.

HT501 Oil Burner II
This course is half theory, half practical work. The student will study all necessary theory and codes in preparation for the M&M-II license examination at the completian of the module. Practical shop work is directly related to theory and involves hands-an work on both old and modern types of equipment.

HT502 Basic Electricity
This course is half theory, half practical work. The theory portion directly relates to practical applications in the trade. Each student will also build and test working projects which relate to the theory studied, and will relate to the ather H.V.A.C. work later in the program.

HT510 Residential Heat Load
This course constitutes a study af the principles of heat loss and heat gain for residential structures. The student will learn about the different types of structures which are common today. Also studied are the factors which determine the insulation values of a structure such as heat transfer, personnel comfort, building materials, location, etc. This will relate to HT572, H.V.A.C. System Design.

HT514 Commercial and Industrial Gas Burners
In this course commercial gas fired heating units and their control systems will be studied. Theory will then be applied to shop projects an simulator units and then an actual commercial burners in the shop. Both shops will use a number af different modern electronic control units. Upon course completian, the student will write the Gas Fitter I License examination.

HT521 Air Conditioning and Heat Pumps
This course is a study af the principles of central air conditioning systems and heat pumps. The student will learn about the theory behind all the components at each system and then, with shop projects, how to install, set up, test, wire the controls, and troubleshoot a residential system.

HT534 Propane Fitter II
In this course the student will study the theory and chemistry unique to propane gas and how to properly design a propane distribution system, from the tank to the appliances. Ontario Codes for propane are studied in depth. At module completian, the student will be prepared to write the Ontario Propane II License examination.

HT540 Gas Fitter II
In this course the student will study the theory and codes for residential, natural gas use. Standard, mid-efficiency and high-efficiency furnaces, boilers, and water heaters are covered. Half the course is practical shop work an the equipment mentioned. At course completian, the student is prepared to write the Gas Fitter II License examination.

HT569 Electricity
This course is half theory and half practical. The theory portian relates directly to practical applications in the trade. The student will also build and test working projects relating to the theory studied, and will relate to the ather H.V.A.C. work later in the program.

HT570 Residential Gas Burners
In this course, topics covered in relation to trade application include: properties af gas, gas physics, gas meters, pressure regulators, piping, venting and air supply; the atmospheric burner and its control principles; hot water heaters and conversian burners; and many shop projects an actual gas appliances and burners.

HT571 Residential Heating Equipment
This course continues from HT570 and covers central warm air systems, humidifiers, electronic air cleaners, basics of air conditioning, domestic boilers and pool heaters, mid- and high-efficiency furnaces, and theory and practical work an shop equipment. Upon course completian, the student will write the Gas Fitter II License examination.

HT572 Residential H.V.A.C. Design
In this course the student will learn how to design a heat-cool distribution system and how to redesign, update, or add on to an existing system. How to set up and balance a warm air system is also covered, as are principles of humidification and dehumidification and zone control systems.

HT573 Gas Fitter I
In this course, commercial type gas fired heating units and their control systems will be studied. Theory will then be applied to shop projects and simulator units and then an actual commercial burners. Both shops will use a number af different types of modern electronic controls. At course completian, the student will write the Gas Fitter I License examination.

HT575 Commercial Systems
This course constitutes a study af the various types of residential and commercial heating systems, including: hot water systems: one and multi-zone; steam heating, high and low pressure types; multi-boiler systems; and make up air heaters and commercial central heat/cool systems, along with control systems and components for each.

HUM104 — Ethics and Values
This course investigates issues concerning the medical field from an ethical and value-oriented viewpoint. The framework of the course allows for student seminars and discussion.

HUM126 — World Religions
The practice of religion is widespread and unique to humans. It shapes and reflects the deepest convictions of people about what is most important in life. This course explores the nature of religious experience and introduces the worldviews, practices and beliefs of the major world religions. A brief background in origin and development of each religion is included. Additionally, the course identifies beliefs, practices and requirements of major religions which may have bearing on the health care setting.

HUM141 — The Search for Meaning
This course introduces students to the discipline and spirit of philosophy. By means of an exploration of a variety of topics, the student is encouraged to develop their skills in analysis and philosophical enquiry. The student is exposed to a number of the branches of philosophy, including logic, epistemology, ethics and politics.

HUM237 — Contemporary Moral Problems
This foundation course in ethics introduces some major ethical perspectives and explores some contemporary moral issues. The student is taught to evaluate the structure of philosophical arguments, to understand their implicit assumptions and to determine the soundness and validity of such arguments. The essential goal of the course is to help the student develop his or her own thoughtful perspective on current moral issues.

HUMN104 — Ethics in Chiropody
This course is an introduction to ethical thinking and problems related to the health care field, including the allocation of health care funds. Lectures, small group work, case studies and presentations will be used.

HUMN126
This course explores the nature of religious experience and introduces the worldviews, practices and beliefs of the major world religions. A brief background in the origin and development of each religion is included. The course also identifies beliefs, practices and requirements of the major religions which may have bearing on the health care setting.

HUMN200 — Chiropody in the Community (Problem Solving)
A hands-on approach to problem solving and interpersonal skills required to deal with current social and political issues affecting chiropody in Canada. Small group work, role plays and speakers will be used.

HUMN237 — Contemporary Moral Problems
This foundation course in ethics introduces some major ethical perspectives and explores some contemporary moral issues. The student is taught to evaluate the structure of philosophical arguments, to understand their implicit assumptions and to determine the soundness and validity of such arguments. The essential goal of the course is to help students develop their own thoughtful perspective on current moral issues.

HUS100/200 — Field Work I & II
The first unit of 400 hours consists of active participation in community agencies providing direct client service. The students function first as observers, then as co-counsellors and finally with autonomy under direct supervision. In the second placement, 600 hours provide the student with opportunity to further develop skills and approximate greater autonomy in helping through counselling individuals, families and groups. Learning contracts focus expectations of college, agency and student and are the basis for evaluation.

HUS101/201 — Field Work Seminar I & II
The students meet weekly to discuss events in the field, the relationship to classroom work and problem solving. This course provides support for students with a focus on their field practice.

HUS102/202 — Counselling Theory and Practice I & II
This course introduces on empathetic, problem solving model of helping: assessing, planning, contracting, treating and evaluation. In the second semester, current treatment theories and practices are reviewed. Role plays and case studies are used to illustrate the skills, knowledge and attitudes most appropriate for effective helping. In the second year, a more in-depth examination, with case illustrations, explores counsellor activities in the beginning, middle and ending phases of treatment.

HUS103/203 — Group Process I & II
The emphasis of this course is the development of self-awareness, communication and interpersonal skills plus understanding group dynamics. In the second year, attention turns from facilitating skills as members to leadership skills.

HUS104 — Human Growth and Behaviour I
This course examines personality development and the normal age and stage developmental patterns over the entire life span.

HUS105 — Sociology
This course includes an introduction to the basic concepts in Sociology and gives students some beginning objectivity for looking at behaviour in groups, institutions and general society.

HUS106 — Introduction to Human Services
This course provides a beginning examination of the three areas of concentration in the Human Services Counsellor program.

HUS107 — Introduction to Basic Research Skills
Through exercises and examples, the students learn how to clarify their thinking, develop clear questions and focus information collection. The learning can be then applied to program evaluation.

HUS109/209 — Life Skills Methodology I & II
This experiential and theoretical course emphasises skill development and problem solving to deal with life situations under the categories of personal, self, family, work, leisure and community.

HUS110 — Counselling Practice Laboratory
Students have an opportunity to practice the micro-counselling skills in a safe environment. Specific skills are identified and related to the over-all counselling process. Video and audiorecordings assist in giving the students feedback and begin skills of self-evaluation.

HUS212 — Values, Ethics and Professionalism
This course explores values affecting the counselling relationship, codes of ethics of other professions (and a potential code for Human Service Counsellors), plus responsibility to clients, agency, society and self.

HUS222 — Addictions Cancentration
This course provides a historical review of people's use and abuse of chemicals, society's responses, social attitudes and relevant legislation. Dilemmas still present in the field are identified. A survey of current services concludes the course.

HUS224 — Mental Health Cancentration
A historical review of the concepts of mental illness and society's responses or lack of responses form the basis for this course. It clarifies some of the attitudes, fears and misconceptions about mental illness. Modern treatment, both clinical counselling and pharmacutical management is explored.

HUS226 — Criminal Justice Cancentration
Crime and punishment have been a part of society since the beginning of time. A historical review sets the background for exploring key issues, dilemmas, attitudes and responses facing workers in the criminal justice field. A survey of services, statistics and current philosophies with implications for counselling identify the competencies required in this field.

HUS228 — Special Studies in Addiction
The Special Studies course offers appropriate strategies in case management of clients/patients with substance abuse problems. There is more detail about services and information to assist in prescriptively referring clients to the most appropriate service.

HUS230 — Special Studies in Mental Health
The companion course when Mental Health is chosen as a major, examines in more detail many of the current drugs being used to ameliorate the physical and emotional aspects of mental illness. Case management is highlighted. The tension between hospital versus community-based treatment is explored.

HUS232 — Special Studies in Criminal Justice
The different viewpoints of deviant behaviour set the background for an understanding of crime, the criminal and the services within the criminal justice system. The student is expected to be able to identify the major characteristics of the system and services. There will be a secondary emphasis on values, lifestyles and conflict.

ILLS200 — Illuminated Signs
The student is introduced to the basic construction and electrical components of the bases of illuminated signs, and to the properties and applications of plastics used for the sign faces. The emphasis is on the production of the sign faces. The student learns the different methods of masking, cutting and paint applications. Translucent films are used to produce sign faces. The student is introduced to the fabrication of channel letters.

ILLS201 — Illustration II
This course examines editorial, design and advertising applications to produce illustrations in a variety of styles and techniques. This process, combined with a study of contemporary illustrators, helps the student develop the necessary skills and knowledge needed to make appropriate choices as designers and art directors.

ILLS211 — Illustration III
This course continues to examine editorial, design and advertising applications to produce illustrations in a variety of styles and techniques. This process, combined with a study of contemporary illustrators, helps the student to develop the necessary skills and knowledge to make an appropriate choice as a designer and art director.

ILLS320 — Illustration IV
This course focuses on the role of the illustrator in advertising. It explores the conping of layouts, television story boards, illustration for newspaper, magazine and outdoor advertising, fashion, real estate, and exotic products.

ILLS325 — Illustration V
This course further develops the skills of comping of layouts and story boards, illustrations for newspaper advertisements, magazine and outdoor advertising, fashion, real estate, and exotic products. Assignments are scheduled to coincide with those of other courses. This provides the student with the opportunity of further developing and improving projects designed in other courses.

INDS222 — Independent Study (Lab Projects)
In this course the student divides the five hours into individual projects in his or her selected options (e.g. throwing, hand building option: the student is required to complete additional throwing and hand building projects of greater complexity than projects in option I).

INS100 — Principles and Practice of Insurance
This course offers the student an overview of the insurance business. The course includes the organization and operation of insurance, basic legal documents and applications, how to read a policy, reinsurance, federal and provincial controls, and a history of insurance.
NOTE: This is a prerequisite for all AIIC courses.

INS202 — Automobile Insurance
This course introduces the student to an intensive and comprehensive study of automobile insurance, including the social and personal needs for such insurance.

INS211/213 — Insurance
The student is required to demonstrate a basic knowledge of the major principles of insurance as it is relevant to property management including business interruption insurance, auto insurance, third party liability exposure, occupiers liability etc.

INS212 — Insurance Against Crime
This course teaches the basic knowledge required in the handling and underwriting of crime insurance, claims examining and adjustment of crime losses and loss prevention procedures.

INST104 — Measuring Principles I
See INST105

INST105 — Measuring Principles II
Students learn the basics of physical measurements, beginning as a physics review, followed by the basics of pressure, level, temperature and flow measurements. Several types of transducers and instruments are covered, including: pneumatic pressure elements, differential pressure cells, ultrasonic transducers, thermal couples, RTD's, orifice plates, and many others. Practical experience is provided with hands-on lab calibration, repair wiring and installation of various instruments used in the field, from pneumatic to state-of-the-art microprocessor-controlled units.

INST201 — Final Control Elements
This course introduces the student to the construction details of final control elements specifically pneumatic control valves. Different types of valve bodies including globe, split body, angle body, mixing and butterfly are discussed. Valve sizing and selecting a control valve complete the basic theory. Practical experience is provided with intensive hands-on training in assembly and disassembly, repair and calibration of control valves.

INST202 Analytical and Environmental Instrumentation
The objective of this course is to familiarize the student with branches of analytical instrumentation which are common to both industrial and environmental concerns; to give the student an understanding of the basic principles of these instruments and hands-on experience in their operation and application; to be exposed to troubleshooting procedures of selected instruments. Theoretical concepts include conductivity, pH, viscosity, humidity, chromatography, spectrophotometry and other analyzers.

INST209A — Laboratory-Instrumentation
See INST105

INST209B — Laboratory-Instrumentation
See INST210

INST210 — Automatic Control Principles II
The concepts of automatic control principles are introduced beginning with process terminology, hardware and configuration. Various types of controllers, fundamentals of a process loop are covered, and the student then applies the theoretical concepts such as step response, ultimate cycle, and frequency response analysis to tune the process loop. Many more advanced methods of control are explored, such as duplex, ratio, feedforward and cascade control, including Distributed Control using the Bailey Network 90 system, Moore Micro Series Smart Controllers & Transmitters and Direct Computer Control.

INST299 — Technical Report
As a requirement for graduation the technicians are required to write a minimum of 3000 word report on some application or aspect of electronics. Covering some aspect not covered in theory, the student must use the resources available (such as libraries) to research a topic on their own and write a comprehensive report. This will help the student cope with those times in industry when little information is readily available to solve a particular problem.

INST310 — Automatic Control Principles II
See INST210

INT110 — Human Growth and Development Relevant to Deaf-Blind Persons
The general study of human growth and development will be paralleled with the impact of deaf-blindness on development. Intervenor students will review the characteristics of each stage of development and the class will be involved in an in-depth examination of issues related to how individuals and groups communicate at each stage.

INT111 Deaf-Blind Communication Theory and Practice
This course includes American Sign Language (adapted), Braille, basic legal documents and applications, how to read a policy, manual. The course includes theory on the history and development of various forms of sign language and the philosophy of communication with deaf-blind persons. Laboratory instruction and skills practice support and reinforce theory.

INT112 — Current Issues and Practices
In context with the independent living movement, learners will be made aware of educational issues as they relate to deaf-blind children, educational and social opportunities for deaf-blind adults, and housing options for deaf-blind persons. Classes will focus on detailed exploration and dialogues on social policy issues relevant to intervention. Learners will also develop appropriate methods for analysis of issues and concepts.

INT113 — Interpersonal Skills
This course provides Intervenor students with an introduction to theories and practices of interpersonal communication. The course will follow an experiential format which encourages participants to reflect on and identify their strengths in communication. Classes will provide each learner with opportunities to discuss and practice communication skills as well as reflect on the process whereby such skills are acquired.

INT114 — Introduction to Field
The Intervenor student will visit deaf-blind individuals in a variety of locations and will be introduced to more theory elements which impact on the lives of deaf-blind persons. The course is designed to provide a framework for showing the variety of ways the intervenor is significant to the quality of life experience by the deaf-blind individual.

INT115
See INT111

INT116
See INT112

INT117 — Field Work Seminar
These classes give the learner opportunities to discuss all aspects of their field placement. Through examination of issues, skills and values, the seminar supports integration of classroom theory with field practice and models mutual support among intervenors. In addition to discussion, faculty and learns will present materials relevant to work in the field.

INT11B — Field Work Practice I, II, and III
These courses give each participant approximately 600 hours of guided and supervised experience working with deaf-blind individuals. Each learner will be required to select three different placement agencies that expose them to working with congenitally and adventitiously deaf-blind persons. Students will be encouraged to do a final placement reflective of the area in which he or she plans to seek employment.

INT210 — Values, Ethics and Professionalism
Learners are exposed to moral and professional issues related to working in support services. The class develops skills enabling interaction with deaf-blind persons, significant others, and professionals, in a positive and supportive manner. Attention is given to the need for confidentiality of information, legal rights and responsibilities in our society. The dynamics of the relationship between intervenor and client are examined in detail. The class explores codes of ethics of other professionals and the responsibilities of consumers, agencies, society, and self.

INT211 — Community Resources
This course shows the intervenor student how to access existing community programs to meet the individual needs of deaf-blind persons. The goals, objectives and achievements of consumer groups, service providers and government agencies will be examined in detail. The course examines income, housing, health care, and transportation issues as they relate to deaf-blind persons.

INT212
See INT111

INT213 — Assistive Aids and Devices
The learner develops an appreciation of the wide variety of assistive devices used by deaf-blind persons and is able to: troubleshoot for specific problems, assess the suitability of a device for individual consumers, and be familiar with the assistive devices program.

INT214
See INT117

INT215
SEE INT118

INT220 — Sociology Relevant to Deaf-Blind Persons
Introduction to the basic concepts in sociology gives the learner some beginning objectivity and a way of looking at group behaviour, institutions, families, and society in general. The course will examine not only the way people behave but also why they behave as they do. The course will examine in detail cultural and sociological issues for deaf-blind people.

INT221 — Psychology Relevant to Deaf-Blind Persons
During this course, intervenor students are made aware of the psychological impact of deaf-blindness on different individuals. Specific attention is given to extremes in human psychological assessment of all ages.

INT222
See INT111

INT223 — Research
Through exercises and examples, the learner discovers ways to think clearly and to develop questions and collect information. The course exposes the learner to a variety of research tools and methods of choosing, collecting and examining information. The individual's work is aligned closely with the current needs of the deaf-blind community.

INT224
See INT118

INT225
See INT117

IPO500 Group Vocational Exploration and Assessment
This course is a structured, systematic exploration and assessment of the individual's interests, skills, and abilities as they pertain to their vocational choices. Psychometric tests, self-report inventories, and group discussion are the techniques used to increase the person's awareness of themselves in these areas.

IPO501 — Life Skills
Through a variety of techniques, students will explore and practise skills in such areas as effective communication, assertiveness, stress management, time management, decision making, goal setting, conflict resolution, problem solving, resume writing, research skills, positive feedback, and lifelong planning.

IPO502 — Academic Preparation-English
In this course, students are provided with the opportunity to review basic written and verbal English language skills in preparation for college training programs.

IPO503 — Individual Vocational Research and Assessment
This course allows students the opportunity to apply the various skills they have acquired from IPO500 to evaluate their individual career options. Students conduct their research and assessment projects independently based on a plan developed in course IPO 504.

IPO504 — Vocational and Personal Counselling
During individual sessions with the counselling staff, students will discuss those vocational and personal issues influencing their vocational options which are not covered in the group classes. The counsellors employ a methodology which allows students to evaluate the merits at each of their options and ultimately, to strategize how to achieve their vocational choice given the current personal and societal realities facing them.

IPO505 — Academic Preparation-Mathematics/ Computer Literacy
In this course, students are provided with the opportunity to review basic mathematics skills or to familiarize themselves with Macintosh computers/IBM PCs in preparation for college training programs.

IS101 — COBOL I
This course provides an introduction to COBOL. Students develop algorithms and apply techniques of structured program design in developing COBOL programs for processing sequential files.
Prerequisite: IS115.

IS103 — Programming
This course deals with structured programming, top-down problem solving, and design of algorithms. Students apply these skills in other courses for developing computer programs using various languages.
Prerequisite: IS115.

IS104 — Management Information Systems
This course deals with the features of DOS along with the features of a database management system. Participants will implement a Management Information System involving several programs employing structured-programming principles using the language features of the database management system.
Prerequisite: IS115.

IS107 — Introduction to Information Systems
This course will enable the student, given written procedures representative of business environments, to use a PC-based word processor to produce a number of layout characteristics; use a PC-based data base manager to create a data base, perform inquiry and update; and use a PC-based spreadsheet to organize and manipulate numerical data in a table format.

IS115 — Introduction to Information Systems
This introductory course acquaints students with the use of computer systems to satisfy business information needs. Programming is introduced, with emphasis on problem solving and structured program design. Computer-based activities include use of DOS to manage files and use of database software to develop programs for business applications.

IS200 — COBOL II
This course introduces VSAM concepts and terminology for COBOL programming. Module programs for business transactions using COBOL-85 will be coded and tested. Topics include JCL, Access Method Services for VSAM, subprograms, VSAM entry-sequenced data sets and key-sequenced data sets, and alternate indexes.
Prerequisites: IS101, IS103.

IS204 — Advanced Programming
Structured logic and modular program design for online processing will be applied in a CSP environment. A multi-user, menu-driven, commercial system, covering applications such as accounts receivable or payroll, will be implemented. Topics include Cross System product application development, utilities and file maintenance under CSP, online concept, user interface, alternate keys, and multi-user design in CSP.
Prerequisites: IS200, IS210, IS205.

IS205 — Database Management Systems
This course deals with the theory and features of database management systems along with features of a fourth-generation language such as SQL to manipulate data in a relational database. Participants will design a relational database system for a specific business application.
Prerequisites: IS103 and IS104.

IS206 — Programming in C
This course introduces the C language as a versatile tool for writing programs to deal with business applications. Emphasis is placed on problem analysis, structured top-down program design, readable code, input validation and program testing.
Prerequisite: IS103.

IS208 — Advanced Information Systems Topics
This course deals with the analysis and design phases of a typical business application using Structured Systems Analysis and Information Engineering techniques. Participants will construct and implement a major system in a microcomputer-based relational database management.
Prerequisites: IS200, IS205 and IS210.

IS210 — Systems Analysis and Design
This advanced course deals with the data, information and control requirements of decision support systems. The successive phases of the system life cycle, from conception through post-installation review are examined. Specific relevant techniques are applied in exercises and projects.
Prerequisites: IS103, IS104.

IS216 — Operating Systems and Networks
This course surveys hardware and operating systems software of microcomputers, data communications, and mainframes. The course includes detailed examinations of the architecture of PC/AT-compatible microcomputers, the DOS Operating System, Local Area Network Architectures, Novell NetWare, the IBM 370/390 Architecture, and the functional components of multi-user mainframe operating systems.
Prerequisite: IS210.

IT405 — Introduction to International Trade
The course will cover: world economic environments; varied cultural environments; political and legal environments; marketing to the world; international product policy; distribution; international promotion; pricing in international markets; market planning and the organization and control of international marketing; free trade implications.

IT410 — International Banking and Finance
In this course the following topics will be covered: capital needs for international trade; working capital; market penetration costs; capital investment; sources of goverment and other international funding for international trade operations; foreign commercial payments; financial risk and risk management; commercial risk; political risk; foreign-exchange risk; management of financial risks; hedging; foreign exchange options and the role of business partnerships and joint ventures in international trade.

IT420 International Communications

In this course the topics will be related to the use of written and oral communications so that the student will be able to clearly state the needs and requirements of the product/service and documentation such as letters, orders, contracts and proposals for specification and accuracy in relation to the import/export of goods and/or services. This course should use contemporary communication technology.

IT425 International Market Cultures

In this course the student is presented with global business environments including: the areas of protectionism and trade restrictions; assessing the cultural dynamics of global markets; cultural knowledge (factual knowledge, interpretative knowledge, cultural sensitivity and tolerance); culture and its elements; cultural exchange (culture borrowing, how similarities can be illusions); resistance to change; planned cultural change and consequences of innovation.

IT430 Faculty Directed Research

Students in this course and IT465 will develop a working knowledge of international trade and the development a marketing plan. Because of the competitive need in international trade, as part of the strategy, excellence and quality will be emphasized. A work experience component between semesters will be spent in the workplace as co-operative work experience. This experience should have a "hands-on" approach whereby the student will perform and learn at a productive level.

IT435 International Traffic and Transportation

In this course the following topics will be covered: methods of transportation; insurance; documentation preparation and handling; proforma invoices; instalment shipments; invoicing errors and adjustments; entry and exit of goods; inspection and control; liability for duties; freight cost; excise; liquidation; mail and parcel post and courier; ocean, air and truck transportation; dutiable status; currency conversion; temporary free importation; refunds and drawbacks; excess goods and shortages; damage and deterioration; marking and packaging requirements.

IT440 International Trade Law

This course provides an overview of the bases for legal systems, jurisdiction in international labour disputes, legal recourse in resolving international disputes; protection of intellectual property rights; inadequate privacy; contract law; offers and acceptance, the role and importance of oral contracts; commercial law within countries, international conventions; counter trade laws; Canadian and other laws that apply to import and export trading and as they apply to Canadian companies abroad; technical standards as trade barriers.

IT445 International Negotiation, Bids and Purchases

In this course the following topics will be covered: where to go for government services and sponsorship; government and I.F.I. funding and support programs, where to start planning; getting preliminary approval; developing the project plan; what documentation is needed; prequalification and procedure; risk and risk management; differing technical and professional standards; writing the proposal; giving references; getting approval and completing an agreement; negotiating and closing the deal.

IT455 International Business and Strategic Planning

The need for meticulous research and extensive planning and preparation will be addressed. Strategic planning and market planning processes will be studied. The student will develop strategic plans setting out goals and objectives and market plans that will set out the ways in which specific markets might be addressed. The student will also examine alternative distribution channels and the factors affecting the choice of these channels. Other areas that will be studied are distribution patterns and relationships with a range of distributors, agents and other intermediaries.

IT460 International Customer Relations

In this course the student will examine the differences in customers in other parts of the globe and how to relate to them and serve them. The student will look at relationships between cultures and business customs, required adaptation of services, modes of doing business, business ethics including bribery, differences between developed countries and less developed countries, departure from socialism, domesticization of the product or service, and methods of establishing acceptance for the product and methods of doing business.

IT465 Faculty Directed Research

See IT430

IT470 Customs Procedures

In this course the following topics will be covered: documentation (commercial invoices, permits, quotas, import and/or export licenses, bills of lading, certificates); trade terms; methods of payment; customs commercial system; Customs Act; implementation of the Customs Act; excise tax; import duties; sales taxes and the general sales tax; free trade and its implications; free trade zones.

JWL160 Introduction to Jewellery

In this course the student learns the basic skills of metalwork. The student learns to use the measuring instruments; jewellers' saws and files and soldering equipment by completing a number of relevant projects in brass. The ultimate projects are a round and a hexagonal box made to exact specifications.

JWL165 Theory of Specialty

In this course the student learns the principles of filing and sawing, the types of solder and soldering techniques, alloys used in jewellery, pickling procedures for soldered objects, bonding theory (formulas), the theory on designing the round and the hexagon boxes, the theory on working with tubing.

JWL166 Grinding and Polishing

In this course the student is instructed in the theory and in practical use of cutting compounds such as corborundum laps and other hard and semi-hard abrasives. Felt laps and their use and a variety of brushes are also introduced.

JWL171 Goldsmithing II

In this course the student is required to produce four projects of their own design in silver. The projects are: pendant, broach, ring and earrings or cufflinks. Each of the four projects must be approved by the professor and completed within the specified time limit to a predetermined quality standard.

JWL175 Theory of Specialty

In this course the student is introduced to silver and the ways it can be finished such as texturing, anodising, repousse and others. The student also learns the principles of basic gem setting, charcoal and cuttlefish casting and ingot making.

JWL176 Grinding and Polishing

This course covers the theory in the use of rouges and the step-by-step instruction in grinding and polishing ring castings to manufacturers' standards.

JWL202 Gem Setting

The student is required to manufacture seven practical projects in either brass or silver. The projects are: four claw tubing setting, four claw tubing and wire setting, four claw wire setting, octagon, baguette, marquise and pear shape setting. Principles of basic setting preparation are explained and demonstrated.

JWL251 Jewellery Repair

In this course the student learns the basic repairs of jewellery items supplied by college staff and students. Among the repairs are: ring sizing, chain soldering, broach pin catch soldering, soldering charm bracelets, removing stones from simple settings and replacing, soldering spring rings and making bail.

JWL252 Jewellery Repair

In this course the student is taught how to test jewellery items for proportions of content (carot) of gold and silver, how to remove pearls from repair items, retipping of ring settings, engraving rings on shanks and general repairs supplied by the public.

JWL261 Goldsmithing III

This course consists of assigned compulsory projects which are designed and then executed by the student using a combination of techniques. Every project has a set time limit and a predetermined completion date. The following projects must be completed in this semester: two wedding rings, one ring without and one with stone(s), one pair of earrings (silver), one bracelet (sterling silver and other materials). Several designs are required for each project. The student also makes 10 rings, 10 pairs of earrings and 10 bracelets by one of the production methods.

JWL265 Theory of Specialty

In this course the student learns the principles of casting and the making of wax and ceramic molds. The industrial method of sprueing and investing of wax models, firing of molds, centrifugal and injection wax casting is also taught. Principles of alloying of gold and silver and the characteristics of gold alloys are taught concurrently with casting project.

JWL271 Goldsmithing IV

Time limited projects for this course are: one necklace or broach in 10k gold, one pair of earrings in 14k gold, one dinner ring in 18k gold and a line of fashion jewellery. The projects may be made by using the following techniques: fabrication, inlay, repousse, casting, reticulation, alloying, anodising, roller printing, tuning, mokume, patinoing etc.

JWL275 Theory of Specialty

This course covers: fusing of filings into metal electroplating, different methods of acid etching, soft soldering, shakudo (Japanese alloys), mokume gane, aluminum anodising, titanium, tantalum, niobium anodising and hard soldering in investment.

JWL277 Gem Setting

In this course the student is required to make thirteen practical projects. Among the projects are four and six claw single or multistone settings, bead raising, star cutting and star setting bath bodies and gents' rings.

JWL351 Jewellery Repairs

Course covers a comprehensive exposure to most real-life repair situations. Pieces of jewellery from the public are used to provide practice and instruction. Marking is based on a record of work undertaken during the regular class periods and a time-limited practical exam given at the end of each term.

JWL352 Jewellery Repairs

This course is a continuation of JWL351 and covers a comprehensive exposure to most real life repair situation. Pieces of jewellery from the public are used to provide practice and instruction. Marking is based on a record of work undertaken during the regular class periods and a time-limited practical exam given at the end of each term.

JWL361 Goldsmithing

Four major projects of student's design are developed in consultation with the instructor. The projects incorporate skills introduced in JWL365. The subject content of three projects is determined by the instructor, the fourth is chosen by the student and developed in consultation with the instructor. A final practical exam is given. All projects are retained by the department for exhibition until graduation and until all school materials have been paid for.

JWL365 Theory of Specialty

Course introduces a wide variety of techniques and concepts. Projects utilising the subject matter are often required. Subjects covered can include: hollow ring construction; family ring; eternity ring. Safety is a prime concern. Correct handling of materials and procedures are explained and the student will be required to follow these. Marking is based on a blend of the marks given for required projects and for the mid-term and semester-end written exams.

JWL371 Goldsmithing

Student executes four major projects of his or her own design, developed in consultation with the instructor. The projects will incorporate skills introduced in JWL365. The subject content of three projects is determined by the instructor. A final practical exam is given. All projects are retained by the department for exhibition until graduation and until all school materials have been paid for.

JWL375 Theory of Specialty

Course provides an introduction to wide variety of techniques and concepts. Subjects covered can include: hot forging and making simple steel chasing and repousse tools, shaping and fitting of gravers; platinum and palladium fabrication and finishing techniques; forging. Safety is a prime concern. Correct handling of materials and procedures are explained and the student will be required to follow these directions.

JWL411 Theory of Specialty

In this course the student learn the principles of design of various hand tools (gravers, pushers), the theoretical requirements for settings preparation, the various categories and types of setting and where and how to use them for the type of setting practised in JWL418 course.

JWL418 Gem Setting V

In this course students learn to measure, cut, file, saw, and drill with specialized tools and equipment, shape and sharpen gravers, prepare a set of tools for gem setting work and work with flex shaft and a variety of burrs. The setting projects include setting solitaires, star cut bead setting, prong setting, several patterns of bead setting, bar top setting, bezel setting, retipping prongs and pinpoint setting.

JWL421 Theory of Specialty

This course is designed to familiarize the student with a large variety of setting types, their specific characteristics, where and how to apply them and the theoretical requirements of each. The settings covered are those listed in the practical course JWL 428.

JWL428 Gem Setting VI

This course covers: setting centre stones in prongs for the following shapes: octagon, oval, round, pear, heart, marquise; setting stones in "V" shape (heart, pear, marquise); baguette, channel, multiple channel, french bead, fish tail, pre-cut bead, pave and tension setting.

JWL466 Jewellery Repair Practical

In this course the student is taught shop safety procedures and how to avoid possible injuries when working with various tools and equipment. The skills taught are: cutting, sawing with jewellers' saws, filing techniques, drilling techniques, use of pickling solutions and ultrasonic cleaning, soldering techniques, melting of metals, annealing procedures, rolling mills, buffing and lapping, plating, buffing, string rings with or without stones, making and repairing prongs, riveting and making settings out of tubes and out of wires.

JWL476 Jewellery Repair Practical

This course is the continuation of practical repair procedures. The student learns the skills of repairing chains, fabricating a link chain, making pins and catches fro pendants, making a box catch, making bezels for stone settings, repairing claws, making mounts for baguette stones, making cluster ring settings, etc.

JWL910 Jewellery Model Making

This course is offered through the Continuing Education Department. The student learns through theory and hands-on experience how to transfer design into wax carvings ready for castings. Design and model making problems are identified and analyzed through individual and class assignments.

KB105 Keyboarding I

This course will concentrate on the skills required to develop a minimum keyboarding speed of 25 words per minute with a maximum of five errors over a five-minute period.

KB108 Keyboarding II

This course will concentrate on the skills required to develop a minimum keyboarding speed of 35 words per minute with a maximum of five errors over a five-minute period.

KB111 Keyboarding Skill Development II

This course will concentrate on the skills required to develop a minimum keyboarding speed of 40 words per minute with a maximum of five errors over a five-minute period.

KB204 Keyboarding III

This course will concentrate on the skills required to develop a minimum keyboarding speed of 45 words per minute with a maximum of five errors over a five-minute period.

KB214 Keyboarding IV

This course will concentrate on the skills required to develop a minimum keyboarding speed of 55 words per minute with a maximum of five errors over a five-minute period.

KB221 Keyboarding Skill Development IV

This course will concentrate on the skills required to develop a minimum keyboarding speed of 50 words per minute with a maximum of five errors over a five-minute period.

KB300 Keyboarding Skill Development V

This course will concentrate on the skills required to develop a minimum keyboarding speed of 50 words per minute with a maximum of five errors over a five-minute period.

KB502 Basic Keyboarding

This is an audio-visual course and practice technic to enable the student to achieve a touch typing speed of approximately 30 wpm on a five-minute speed test with fewer than five errors. Ten words are deducted from the gross word count for each error.

KB507 Keyboarding

The student will learn to prepare and format basic and advanced documents using keyboarding skills learned on a variety of machines, enabling the student to work independently in a clerical/secretarial position. The student will attain a minimum typing speed of 40 wpm. Emphasis will be placed on proofreading from handwritten materials.

KINE101 Kinesiology I

Based on a "systems" approach, the course includes the study of skeletal, articular and muscular areas.

KINE102 Kinesiology and Biomechanics I

Through a series of modules, the students develops an understanding of the introductory biomechanical concepts applied in clinical practice for arthralis and prosthetists.

KINE110 Kinesiology II

The specific areas of the body are studied as integrated functional units. The stability and mobility of joints are examined and implications are made for movement design and safety.

KINE205 Dental Kinesiology (Biomechanics)

This course will examine the anatomy and physiology of the dentulous and edentulous mouth. Topics covered will include structure and design, force transmission and other physical and mechanical aspects.

LAB 104/114/203/213 Laboratory Procedures

Students receive hands on instruction and experience in fabrication procedures and technical set-up for the variety of prosthesis and orthasis seen in the Clinical Techniques course.

LAB307 Specialty Pregraduate Lab Experience

This course will involve the students in one of the following areas of practice; orthodontic, crown and bridge and ceramics, complete and partial dentures.

LAW104 Distribution Management Law

This course covers the major principles of Canadian law (federal and provincial) as they apply to physical distribution and includes the basic law of contract, tort law and liabilities, insurance law as it applies to the transportation of goods and the liability of common/private carriers.

LAW110 Contract Law

This course covers the five items required to make on enforceable contract and the results when there are problems.

LAW111/105 Business Law/Real Estate

This course introduces the student to the nature and origins of law and provides him or her with an understanding of statutes, the common law, equity, the court system, torts, contracts, agency law and creditor rights.

LAW114 Employment and Human Rights Law

This course examines legislation existing and under consideration concerning human rights in the workplace, along with all other matters related to employment and its compensation.

LAW204 Law Insurance and Security

This course provides the hospitality student with a layperson's knowledge of law and specific knowledge of hospitality law, insurance, methods of protecting the security of guests, enforcement of house policies, and related legislation.

LAW301 Health Care System, Jurisprudence and Professional Relationships

This course provides an overview of the health system in the Province of Ontario and the law as it applies to the health care worker. The rights and responsibilities of employing agencies, the chiropodist and the patient are examined.

LAW501
See LAW506

LAW506 Law and Insurance

This course gives the hospitality student an overview of the Inn Keeper's Act, other legislation and various codes and acts related to the hotel industry. It includes basic terminology used by legal counsel and various inspection agencies.

LAW 576

This course aims to give the student an understanding of the laws regulating the hospitality industry, mainly concentrating on laws related to the service of foods and beverages.

LETT101 Lettering
See SIGN550

LETT502 Lettering and Typography

History of lettering, current usage, terminology and current type faces will be studied. Practical application in pencil, pen and ink, felt tip marker and instant lettering will be rendered.

LIBS105 History of War-Part I

This course studies the developments of war to the conclusion of World War I.

LIBS110 History of War-Port II

This course continues the history of war to include developments to the conclusion of World War II.

LIBS115 Framing Reality: Film Documents

Can film "capture" reality? This course will introduce the technologies and ideologies of a variety of film-making practices.

LIBS125 Being Human-Port I

This course studies the psychological principles that affect everyday life. This course must be taken with LIBS 130.

LIBS130 Being Human-Port II

This course continues the study of human nature to cover sociology and philosophical thought. This course must be taken with LIBS 125.

LIBS132 Being Human: Self, Society and Meaning

This interdisciplinary course introduces the student to the foundations of psychology, sociology and ethics and serves as a basis for general education courses in the social sciences and humanities. The student will explore basic themes and issues related to self-development and public participation within the changing Canadian milieu, and develop the knowledge and generic skills required to deal with these changes and to influence their lives and environment in a responsible and meaningful way.

LIBS300 Living with Dying

This discussion-centred course examines the topic of dying and death using the frameworks of philosophy, psychology, sociology and everyday experience. The course explores the social, cultural and personal meaning of dying and death.

LIBS700 Introduction to Sociology and Human Relations

This course introduces students to basic themes and issues of self development and public participation in the changing Canadian milieu. To develop the knowledge and skills they will require to deal with these changes and to influence their lives and their environment in a meaningful and responsible way.

LITH100 Machine Printing Offset

This basic course covers the fundamentals of offset lithography using 10" x 15" presses, including feeding, register, dampening system, ink control and running of one colour and two colour projects.

LITH110 Machine Printing Offset

The student learns offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. Topics covered include good housekeeping and safety, lubrication, measuring instruments and devices for press operators, cylinder arrangements, both alcohol and conventional dampening systems, inking and registering systems, and plates, paper and ink as related to the press operator. Applications involve the operation of a single colour press running one and two colour projects.

LITH220 Machine Printing Offset

This advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses covers fundamentals of two colour offset lithography, feeding, register systems, ink systems, dampening systems, cylinder arrangements, press familiarization and theory and practical applications of two colour offset printing and four colour process project.

LITH230 Machine Printing Web Offset

This is a basic web offset course and covers the orientation and operation of the Solna Commercial II web offset press (36" x 22 3/4" cutoff). Course content includes plate bending and packing procedure, press and folder familiarization and operation, web-up procedure, plate insulation, damp-up and roll-up procedure, rolls stand tension control and installing paper rolls and safety and good housekeeping. Projects run during this course involve uniform colour, register and fold book signatures.

LITH310 Machine Printing Offset

This course covers one and two colour projects reproduced on book and coated stock. Special attention will be paid to all aspects of commercial work, particularly register and colour control using the densitometer.

LITH320 Machine Printing Offset

This course covers cylinder arrangements for two colour presses, application of alcohol dampening and the use of the densitometer. Projects run during this course include two-colour and process work.

LITH330 Machine Printing Web Offset

This course reviews the work in LITH230 and includes the make-ready and running of more complex projects. Course content covers press make-ready of one colour, two-sided with 1/2 fold, changeover to double web operation as well as make-ready and running of double parallel fold with two colours on two sides. Projects involve uniform colour, register and folded book signatures.

LITH540 Machinery Printing (Offset Lithography)

The teaching of the fundamentals of the lithographic printing process is the main emphasis of this course. Students will begin by printing single colour work; multi-coloured projects will involve single printing units and the use of the T-51 second colour unit.

LITPR101 Machine Printing (Letterpress and Narrow Web Flexography)

This course involves the study of the letterpress and flexographic printing processes and also involves the study of hot foil stamping, embassing, die cutting and numbering. The student gains an understanding of packings, letterpress inks and common problems which would be encountered in a shop situation. Emphasis is also placed on general maintenance and good housekeeping. Instruction is given to running a narrow web flexo label press, with emphasis on register, inks and compatibility to stocks and the use of dies.

LITPR300 Die Cutting/Embossing/Norrow Web Flexo

Following a review on platen presses as required, the course covers die manufacturing processes, die cutting and creasing, perforation, slot cutting, plate sinking, hot and cold embassing and foil stomping.

LITPR539 Machine Printing (Letterpress & Narrow Web Flexography)

This course involves the study at the letterpress and flexographic printing processes. Students will gain an understanding of packings, letterpress inks and common problems which would be encountered in a shop situation.

MACH104 Machining Fundamentals

This course introduces the student to the basic fundamentals of machine shop practice. It is a practical and theoretical introduction to manufacturing fundamentals and covers topics such as machine shop safety, use and operation of hand tools, drill presses and tools, cutting tools and lathe theory, use of milling machines, and grinding theory.

MACH205 Computer Aided Design/Drafting

After initial introduction and theory lectures, the third-semester student will follow an individually paced program, in the form of module projects using AutoCAD software, designed to highlight the course content. Some of the topics covered are: an introduction of microcomputers, basic DOS commands, two-dimensional geometry, blocks, file management and utilities.

MACH205 Computer Aided Design/Drafting

The fourth-semester student will be guided from the basics of computer-aided 2-D drawing and advanced 3-D design drafting and editing using UNIX-based ICEM software. The student will gain practical experience by completing module projects drawn to ANSI Drafting Standards.

MACH206 3D Advanced Smart CAM/APT

The course is designed to develop and apply the principles covered in course 2D Intermediate SmartCAM. The student will expand the use of programming tools and aids to increase programming efficiency in the completion of complex manufactured parts. The course allows the student to build practical experience upon a theoretical base through the completion of assigned projects.
Prerequisite: 2D Intermediate SmartCAM.

MACH214 Diemaking
The theory and practical subjects covered in the course are as follows: die materials; die parts; types of dies; types of press-tool dies; press calculations; types of presses; cutting theory and calculations; blank development and calculations; draw and bending die theory and calculations; die fits; standard parts from catalogues; operator safety and cost efficiency; constructing a basic press-tool die and setting up a punch press; developing a part to acceptable standards and principles of die design.

MAIN113 Maintenance Theory
This course familiarizes the student with building structures, systems and components requiring preventative remedial or emergency maintenance, contract systems, contract tendering and administration for commercial, residential, industrial and mixed use properties.

MAN200/203 General Management I and II
Students will understand and be able to demonstrate basic management skills in an office environment. Topics include: current management theories, motivation, delegation, team-building techniques, communication, coaching staff, effective meetings.

MAN202 Internal Business Management
Students are required to demonstrate an intimate knowledge of management by objectives in relation to the successful management of a small business. As well, they will gain a working knowledge of recruiting, hiring, training, motivating, evaluating and promoting of employees.

MAN204 Fundamentals of Management
This course gives a realistic picture of a manager's job and the changes introduced over the past few years. It points out the skills that managers must apply to achieve crucial goals and performance standards. It also shows that managing within an organization is a mixture of intuitive and scientific decision-making judgment, the application of skills and the performance of various roles.

MAN212 Operations Management Applications
This course will combine the theoretical and practical knowledge necessary to function effectively in the fashion and apparel industry. Emphasis is put on solutions in production planning, scheduling, manufacturing and distribution methods as a management function. There will be extensive use of computer software and project management techniques.

MANG300 Small Business Management
This course covers the basic elements concerned with managing a small business. The course covers the business considerations that are involved in administration of a Dental Laboratory.

MARK100 Introduction to Marketing
This is an introductory course in the philosophy, theory and application of modern marketing concepts, principles and techniques. The student will examine the contribution of marketing to society as a whole and the role and functions of the marketing department in a business or non-profit organization. Important topics include the marketing environment, consumer behaviour, market segmentation, market targeting, positioning, and the development of the marketing mix (product, pricing, promotion, and distribution strategies).

MARK101 The Sales Aspect of Marketing
Persuasive presentation skills-whether for a product, service, idea, issue or one's own viewpoint-are essential for success in business. The emphasis in this course is on the "Need Satisfaction Selling System" as a model for developing, preparing, and executing presentations designed to satisfy identified customer needs. The course makes extensive use of role playing, audiovisual aids, project work, and video taping to develop professional selling skills, and introduces basic record-keeping.

MARK102 Advertising Management
This course is designed to teach students how to analyze a marketing situation and write a formal advertising plan with appropriate recommendations. Topics include customer, product and market analysis; product positioning; advertising objectives; creative strategies; media strategies and execution; control and evaluation. Working in small groups, students write a plan to solve the problems of a complex marketing case study.

MARK105 Marketing I
In this course, the hospitality management student will explore the basic principles of marketing and their application to the hotel business.

MARK110 Sales Promotion
The student will conceive, design and recommend appropriate sales promotion and/or publicity strategies, based on the marketing background and goals of specific clients-local firms, College organizations, the School of Business, etc. Specific topics include news releases, publicity events, twelve basic sales promotion techniques, point of purchase materials, legal considerations, and how to judge the effectiveness of these activities.

MARK112 Marketing
Marketing involves the study of the 4 Ps and how products or services can be successfully designed and sold in the marketplace.

MARK200 Product Planning and Pricing Policies
This course covers strategies leading to new product marketing decisions including product planning and development and product strategies as well as branding, packaging and labelling. It also includes customer and company consideration in determining product pricing for greater profits. This course includes both texts and a major industry project. The student may use the personal computer for cash flow analysis.

MARK201 Marketing Channel Organizations and Systems
This course concentrates on the operation, policies and marketing management of wholesalers and retailers with particular emphasis on retailers. It then shifts emphasis to consider the channel as a solves system from manufacturer to end user, to identify conflicts and maximize efficiency. This course includes both texts and major project or projects.

MARK202 Marketing Research
Utilizing text, cases and a major project, this course provides practical experience in estimating the value of information, defining the information required for decision-making, developing appropriate research methodology and sampling, data collection, analysis and presentation of findings. The student uses the personal computer to tabulate data.

MARK203 Marketing I
See MARK105

MARK204 Public Relations and Publicity
This course defines and explains the role of P.R. for the firm. Topics include the preparation of news releases for the media; running of press conferences; development of effective campaigns to stress various aspects of products, individuals and the corporate image and the handling of all aspects of external communication by the firm, other than paid commercial messages. The course uses text, cases, and an industry project.

MARK205 Marketing Management I
This course, with MARK106, interrelates elements of the marketing mix that were studied separately in previous semesters, by comparing various strategies and their underlying causes, and relating these to company objectives. MARK205 pays particular attention to product, price and marketing planning strategy. This course uses text, cases and oral and written presentations.

MARK206 Marketing Management II
This course provides an intensive survey of management decisions relating to buyer behaviour, distribution and promotional strategies. The study of real company cases will prepare the student with a deeper understanding of business problems in these areas. This course uses text, cases and oral and written presentations.

MARK207 Marketing Management III
In this quantitative approach to marketing analysis and decision-making students apply a variety of packaged programs on the computer, including forecasting, market segmentation, sensitivity analysis and linear programming. Other topics include an introduction to computerized MIS, analysis and optimization of the firm's marketing resources and a computerized marketing simulation.

MARK208 Marketing II
In this course, the hospitality management student will continue to study marketing, especially food and beverage advertising, sales promotion, public relations, personal sales and menu preparation. Students will work in small groups and on their own for an event related to the hospitality industry which will take place at the college campus for the benefit of the entire student population.
Prerequisites (preferable, but not essential): MARK105, MARK203.

MARK208 Fundamentals of International Marketing
The business student in this course will cover: the world's economic environments; the varied cultural environments; the political and legal environments; marketing to the world; international product policy; distribution; international promotion; pricing in international markets; international planning and the organization and control of international marketing.

MARK209 Marketing III
The emphasis of this course is on the completion of the marketing plan for a hotel for one full calendar year. This hotel will be targeted as your final semester management project for Financial Management and Front Office Operations.
Prerequisites: MARK208 (Culinary Management), MARK208 (Food and Beverage Management)

MARK211/212 Advertising and Sales Promotion
The purpose of these courses is to provide knowledge and competence in the marketing strategy for residential and commercial properties including marketing research, marketing segmentation, consumer behaviour, promotional methods and public relations.

MARK216 Marketing Your Business
The student will be assessed on his or her ability to demonstrate an understanding of the market system and the steps required to ensure successful marketing of a product or service. This includes consumer behaviour, marketing strategy, product management, pramotion and pricing.

MARK300 Industrial Marketing Management
Following a review of the unique aspects of marketing to industrial users, the course focuses on activities and problems encountered in the management of industrial marketing. Major topic areas are illustrated and discussed through the case method, while a competitive computer simulation provides an overview and illustrates the financial impact of various strategies.

MARK301 Marketing Information Systems
This course is designed to familiarize marketing students with data processing techniques and to develop skills required for the analysis and design of computerized information systems. Concepts will be reinforced through the use of case studies and computer practice.

MARK302 Marketing Management for Service Industries
From banks to fast food to non-profit organizations, service accounts for forty percent of the consumer dollar and fifty percent of non-government employment, and is growing. This course focuses on those unique properties of profit and non-profit service organizations, to illustrate how they frequently lead to problems and solutions that are not typical of product marketing. Cases and industry projects will be used.

MARK303 Marketing Regulations
The course surveys laws and regulations that affect marketing, as enacted by all levels of government; self-regulation at industry; and trends in Canada and abroad that could influence marketing activities in the future. While regulatory material is too broad to cover in its entirety, each student is encouraged to become expert in a specific area of interest.

MARK576 Marketing and Merchandising
This course provides the student with a basic understanding of marketing in a hospitality operation, and how all aspects of the operation contribute to its marketing.

MATH106 Mathematics
This course is a review of symbols, factoring, fractions and laws, linear equations, solution of two and three unknowns by determinants, elimination and substitution, quadratic radicals, solution of quadratics by factoring, square completion and formula, ratio, proportion and variation and graphs: co-ordinate systems and plotting functions, extrapolation of graphs, and interpretation of "bar" and "pie" graphs.

MATH114 Mathematics of Finance I
This course will teach the student to carry out basic financial calculations and to analyze mathematical aspects of business problems in a logical manner. Topics in commercial mathematics include a breakeven analysis, trade and cash discounts, simple and compound interest, promissory notes and loan repayment schedules.

MATH115 Mathematics of Finance II
This course will provide a further understanding of financial mathematics. Topics covered include both simple and general annuities, amortization, sinking funds and bonds.

MATH116 Mathematics for Data Processing
This course teaches the student the basic mathematical calculations required for data processing. Topics covered include binary, octal, and hexadecimal arithmetic, sets, logic, Boolean algebra, solution of equations by Gaussian row reduction and matrix calculations.

MATH117 Mathematics
This course covers review of basic operations, fundamental laws of algebra, equations and formulae, whole number exponents and simple roots, scientific notation, operating calculators, functions, graph of a function, graphs from experimental data, application, load line, linear equations, algebraic solution of linear equations, solving linear systems by determinants, applications to electrical technology, trigonometric functions, right triangle with applications, ratio and proportions, variation, factoring, quadratic equations, solution by completing the square and quadratic formula.

MATH125 Mathematics of Merchandising
Upon completion of this course, the student will be able to develop a mathematically oriented merchandise plan that will meet company profit objectives. Topics include discounts, markups and markdowns, stock planning, turnover and sales planning.

MATH127 Mathematics
This course covers vectors and oblique triangles, applications of vectors, sine and cosine law and their application to electrical technology, | operator, complex numbers, basic operations with complex numbers, polar form of complex numbers, application to A.C. circuits, graphs of trigonometrical functions, phase angles, composite trigonometric curves, equations of higher degree, remainder theorem, factor theorem, synthetic division, rational and irrational roots of an equation.

MATH131 Mathematics (Graphics Arts Related)
This course is designed to provide basic skills in mathematics to enable the student to handle formulae relating to graphic arts practice; to produce and interpret graphs resulting from empirical data related to the cast and production at printed material; and to be familiar with the units and practice of copyfitting and paper stock.

MATH132 Mathematics (Graphic Arts Related)
This course provides further skills in algebra and trigonometry. The topic of vectors is introduced as an aid to the physics course.

MATH139
This course reviews basic mathematical skills and covers financial calculations involving applications of compound interest and annuities, stocks and bonds.

MATH141 Mathematics
This course introduces the basic notions of algebra and trigonometry. We apply these to the solution of practical problems. The fundamental concept of a "function" is stressed. Only basic arithmetical skills are assumed known to the student.

MATH148 Mathematics
This course provides a basic knowledge of mensuration, ratios and percentages, merchandising practices, simple and compound interest and ordinary annuities.

MATH151 Mathematics
See MATH141

MATH152 Mathematics
This course continues the study of the foundations of mathematics. We see math as both a language and as a way to develop critical thinking skills. These skills are developed through the solution of critical problems. We begin the study of Calculus, are of mankind's greatest achievements.

MATH155 Mathematics
This introductory business mathematics course reviews basic arithmetical skills and covers residential and commercial property taxes, business taxes, income tax and simple interest calculations.

MATH156 Mathematics
This course covers property, life and car insurance; merchandising mathematics including markup, markdown and discounts; foreign exchange transactions; and compound interest.

MATH166 Applied Mathematics I
This course covers: fundamental concepts and operations; mensurations, functions and graphs; plane geometry; trigonometry; SI and Imperial unit systems; and factoring and fractions.

MATH168
Mathematics and Applied Mathematics for Pianos. The student will cover the mathematics required to do the calculations required in PHY133.

MATH176 Applied Mathematics II
This course covers: proportion and variation problems; quadratic equations; trigonometric functions of any angle; vectors and oblique triangles; exponents and radicals; conic sections; and applications to financial equations.

MATH206 Mathematics
This course covers analytical geometry. Included are: plotting graphs by using the proper co-ordinates; algebraic exponential and logarithmic functions; equations of higher degree; remainder and factor theorem; rational and irrational roots; and progressions.

MATH214 Statistics I
At the end of this course, the student will be able to identify some good uses and some abuses at statistics, read and present data in a variety of graphs and tables, select appropriate sampling techniques, calculate measures of central tendency and dispersion and solve problems using either normal or binomial probability models.

MATH222 Applied Mathematics III
This course covers trigonometric identities and equations; rotation and translation of axes; polar co-ordinates; fundamentals of analytical geometry in three dimensions; polynomial functions and equations; Descartes Rule; Newton's method; interpretive techniques; probability; frequency distributions; measures of dispersion; method of least squares; curve fitting.

MATH227 Mathematics
This course covers: exponential and logarithmic functions, properties of logarithms, logarithmic and exponential equations, fundamental trigonometrical identities, sine and cosine of the sum and difference of two angles, double angle and half angle formulas, trigonometric equations, inverse trigonometric functions, straight line, circle and parabola, polar coordinates, Boolean algebra, binary and decimal number systems, symbolic logic, logic variables and operators, truth tables and function maps, application to circuits, limits, derivative, differentiation of algebraic functions, applications of the derivative.

MATH230 Applied Mathematics IV
Covered are: concept of a limit; definition of the derivative as a limit; differentiation of algebraic and non-algebraic functions; applications to analytic geometry and motion analysis; maxima and minima with applications to practical problems; area under a curve; concept of integration; integration of algebraic functions; definite and indefinite integrals with applications.

MATH231 Mathematics
This course requires problem solving involving all trigonometric ratios, plotting rectangular and polar co-ordinates and applying the plots to colour circle problems.

MATH232 Mathematics
This course introduces the student to computer programming and solving problems in basic estimating for printing and related costs, as well as developing a computer programme of the cost centre application to a hypothetical printing plant. The course covers statistical methods for quality assurance and control in a variety of systems within the printing industry.

MATH233 Applied Mathematics III
The course covers trigonometric identities and equations; polynomial functions and equations; Descartes Rule; rational and irrational roots; Newton's Method; concept of limit and continuity; definition of derivative; techniques of differentiation; applications of differentiation to Analytic Geometry and Mechanics, curve sketching; applied maxima and minima problems; and related rate problems.

MATH234 Applied Mathematics IV
This course looks at definite and indefinite integrals. Applications are length, area between curves, volumes, velocity, acceleration, centroids, moments of inertia, radius of gyration, work, fluid pressure, average value of a function. Also covered is probability and statistics, which includes data analysis, frequency distributions, measures of central tendency, measures of dispersion.

MATH236 Mathematics
This course covers analytical geometry: line, circle, parabola, ellipse, hyperbola, translation of axes. Practical applications are included.

MATH237 Mathematics
This course covers differentiation of power functions and implicit functions, tangent and normals, related rates, applied maxima and minima problems, indefinite integral, definite integral, area under a curve, application to areas and waveforms, numerical integration, application to electrical technology.

MATH241 Mathematics
This course continues from MATH142. The study of calculus is continued, culminating in the Fundamental Theorem of Calculus. Calculus was invented to solve practical problems and these are thoroughly investigated. Analytical reasoning is stressed.

MATH248 Mathematics
This course covers analytical geometry, differential calculus, differentiation, practical applications, integration, the definite integral, areas under curves and volumes. Differential equations are introduced. Practical applications are included.

MATH255 Quantitative Methods I
This course is a rigorous introduction to statistical theory and methodology. Topics include probability, the normal distribution, sampling, estimation, hypothesis testing, and Bayesian decision analysis. It is of particular interest to the accounting student planning to pursue CGA accreditation.

MATH262 Mathematics 3
This course will include the following: Basic fundamental concepts and operations; brief review; metric system, units, conversion, plane geometry, trigonometry, algebra and solving linear equations, simultaneous equations, determinants and exponents and radicals.
Prerequisite: MATH176.

MATH267 Quantitative Methods II
This course is a continuation of MATH255. Topics include regression, time series analysis and index numbers, analysis of variance and linear programming. Microcomputer software will be used to illustrate concepts. Completion with a grade of B- or better will qualify the student for an exemption from the CGA's QM2 requirement.
Prerequisite: MATH255 or equivalent (MATH214 is insufficient preparation for this course)

MATH272 Mathematics 4
This course will include; study of limits, derivative of standard expressions, derivative of powers and implicit functions, maximum and minimum problems, the indefinite integral, trapezoidal rule, areas and volumes by shell method, centroids and applications.
Prerequisite: MATH262.

MATH301 Mathematics
This course covers limits, differential, the applications of the derivative, curvilinear motion, related rates, and curve sketching. Other topics include integration, how to define and integrate integrals, numerical integration, applications of integration, mensuration, and the average value of functions.

MATH321 Mathematics
This course covers review of differentiation and integration, methods of integration, logarithmic, exponential, trigonometric forms, inverse trigonometric forms, integration by parts, integration by trigonometric substitution, integration by partial fractions, expansion of functions in series, Maclaurin series, Taylor series.

MATH322 Mathematics
Course includes Fourier series and their application to electrical technology, differential equations, separation of variables, integrable combinations, linear differential equations of first order, linear differential equations of the second order, applications, Laplace Transforms, application of Laplace Transforms to electrical problems and electrical technology.

MATH357 Applied Statistics
This course covers descriptive statistics, probability, and probability distribution.

MATH351 Mathematics
An advanced mathematics course for technologists. The course explores applications of the derivative and integral to series approximations (Taylor, MacLaurin, Fourier), solutions of differential equations using classical techniques, and the Laplace Transform method. A strong background in calculus (MATH251) is required.

MATH358 Applied Mathematics V
This course covers review of trigonometric identities and basic trigonometric formulas; differentiation of non-algebraic functions (trigonometric, inverse trigonometric, logarithmic and exponential); applications to curve sketching, related rates and max-min problems; methods of integration (power formula, logarithmic, exponential and trigonometric forms, integration by parts and by substitution); use of tables; applications to mensuration and mechanics.

MATH368 Applied Mathematics VI
This course covers expansion of functions in series (Maclaurin and Taylor's series, Fourier series); differential equations; separation of variables; first and second order differential equations (homogeneous and non-homogeneous); solving differential equations by Laplace Transforms.

MATH508 Mathematics
This course is a combined instructional and refresher course in the application of basic mathematical techniques required by the apparel and related industries. The application of mathematical data in computing rates, profit markups, markdowns, discounts, percentile factors and the various formulae for use by industry participants are taught.

MATH513 Mathematics
This course is the third in a series designed to hone the skills developed in basic algebra. It includes basic properties, linear equations and inequalities, exponents and polynomials, quadratic equations, and systems of equations.

MATH518 Mathematics
This course is designed to introduce students to the basic calculations and language of business mathematics. It includes basic mathematical skills, basic decimals, calculations in earnings and deductions, savings, buying merchandise, retail sales, and graphs.

MATH519 Mathematics
This course is the basic course in numeracy and calculations in whole numbers.

MATH523 Mathematics
This course is the fourth in a series designed to enhance and apply the skills developed in MATH513. It includes conic sections, relations and functions, logarithms and trigonometry.

MATH529 Mathematics
This course is designed to develop the student's basic mathematical skills. It covers the basic calculations of whole numbers, fractions, decimals, percent, ratio and proportion, and measurement.

MATH531 Mathematics
This course is the second in a series which is designed to develop the student's basic algebra skills. It covers the language of algebra, linear equations, polynomials, factoring, and systems of equations.

MATH533 Mathematics
In this course, Semester I covers the application of square root, percentages, interest, measurement, weights and measures, the right angle triangle, trade discounts and mark up and metric conversions. Semester II covers business, mathematics, sales, commission, banking, wages, salary, payroll, and record-keeping.

MATH534 Mathematics
This course reviews the basic arithmetic skills to ensure that the student is capable of doing the technical mathematics related to furniture production and design. Topics include whole number, fractions, decimals, percentages, ratio and proportion, perimeter, area, volume and board feet. Basic trigonometry applied to right angle triangles is included. Special emphasis is placed on problem solving and dimensional analysis.

MATH535 Mathematics
This course reviews the basic arithmetic skills to ensure that the student is capable of doing the technical mathematics related to upholstery and woodworking. Topics include whole number, fractions, decimals, measurement, percent, ratio and proportion, perimeter, area, volume and board feet. Practice is given in using grids to maximize use of materials in the cutting process.

MATH537 Mathematics
This course focuses on mathematical problems related to operating a small business. Considerable attention is given to the basics of bookkeeping. Topics include application of percentages in commercial discounts, simple interest, instalment purchases, payroll deductions, T-accounts, preparing income statements and balance sheets.

MATH538 Mathematics
This course consists of Semester I, covering the applications of square root, percentages, interest, measurement, weights and measures, the right angle triangle, trade algebra and metric conversions; and Semester II, covering business mathematics, sales, commission, banking, wages, salary, payroll and record-keeping.

MATH539 Mathematics
This course covers trade-related business mathematics and includes the topics of: profit, loss, discounts, interest, annuities and bookkeeping; practical geometry; trade-related formulae and equations; an introduction to trigonometry; problems with cones, tapers and proportions, circle square and triangle; ratio and proportion.

MATH554 Business Mathematics
This course focuses on mathematical problems related to operating a small business. Considerable attention is given to the basics of bookkeeping. Topics include application of percentages in commercial discounts, simple interest, instalment purchases, payroll deductions, preparing income statements and balance sheets.

MATH561 Mathematics
This course will enable the student to solve trade related calculations by applying the Pythagorean Theorem. Also included will be a review of temperature conversions, kinds of triangles, and measurements of angles and degrees.

MATH561 Mathematics
This course covers percentage, simple interest, profit and loss, discount, tax, loans and financing. Ration, proportion, direct and inverse proportion, gear speeds, pulley speeds, and flow ratios are also studied, as well as pipe capacities, cross sectional area, flow in pipes, and trade problems as applicable.

MATH579
See MATH155

MATH586
See MATH156

MATH700 Mathematics for Pre-Health
This course prepares the student for entry into a post-secondary, health-related program and provides a background in basic mathematics. Students learn some applied skills related to the health sciences, such as the preparation of solutions and dosages.

MATN403 Maternity Newborn Nursing - Theory
This theory course develops basic knowledge, skills and attitudes necessary to care for mothers and their families during the maternity cycle.

MATN411 Maternal Newborn Nursing - Practical
This course offers a practical opportunity to apply knowledge, skill and attitudes learned in MATN403 in the nursing care of maternity patients.

MC533 Practical Meat Cutting
It is in this course that the student learns the essential skills of the trade; how to break down and cut meat in a competent manner; and how to use the trade's many tools and pieces of equipment safely and efficiently.

MCT533 Trade Theory
This course provides the theoretical background necessary to the student to cut and merchandise meat for a grocery store meat department. The theory learned in this course is applied in MC533.

MECH100 Mechanics
This course introduces forces and basic principles of mechanics, equilibrium, sheer force and bending moment diagrams, applications of equilibrium, friction and properties of areas and solids.

MECH105 Engineering Science
Properties of matter, mass, weight, specific weight, specific gravity, velocity and acceleration will be reviewed. Pressure and heat concepts will be dealt with in detail. Friction will be expanded to include lubricated surfaces. Machines and characteristics of machines are discussed. Fluidics and instrumentation will receive an elementary introduction.

MECH111 Mechanics of Fluids
This course includes basic fluid properties, types of fluids, fluid pressure and resulting forces, pressure units, forces on submerged plane and curved areas, buoyancy and stability, flow of fluids, viscosity, laminar and turbulent flow, equations of continuity and Bernoulli, energy loses due to friction, practical applications on all the above topics.

MECH117 Mechanical Drafting I
This course will build on the principles covered in Technical Drawing I. On completion of the course the student will be able to apply conventional drafting standards and principles to create fully annotated engineering drawings of various mechanical details. The course will include the following topics: auxiliary and sectional views; sub-assembly and assembly drawings; bills of material; drawing office procedures.

MECH120 Mechanics
This course studies stress and deformation, materials testing, torsion, beams, beam stress, beam deflection, combines stresses, columns, joints and moment distribution.

MECH203 Mechanisms
Course includes linear motion, angular motion, curvilinear motion, velocity and acceleration diagrams of mechanisms and lubrication theory.

MECH330 Theory of Structures
The various loads acting on a building and their effect on structural design are analysed in this course. Particular emphasis is placed on analytical and graphic analysis of structural elements.

MECH331 Building Engineering
this course builds on the concepts explored in MECH330. Topics include structural steel and reinforced concrete structural design.

MECH351 Mechanics of Fluids
This course looks at properties of fluids, fundamentals of fluid flow, flow in pipes with friction loss, looping and branching pipe flows, open drain flow, forces developed by moving fluids and fluid machinery.

MECH362 Theory of Structures
This course reviews non-destructive testing of materials; structural analysis of statically determinate and statically indeterminate structures including deflection computation of beams and trusses; analysis of building bents and frames.

MED219 Sports Medicine
This course is designed to give the student an understanding of various aspects of sports injuries. This will include etiologies, pathologies, managements, and the factors influencing the treatment of the athlete.

MEDI202 Media and Techniques I
This course introduces the student to the use of still and video photography in graphic design and advertising. Through a series of lectures, demonstrations and short assignments, it traces the historical development of the photograph as a communicating and graphic versimilitude to the printed page as a convincing presentation of merchandise, foods and fashions. The course discusses black and white and colour film, print quality, lighting, retouching and effective cropping.

MEDI305 Media and Techniques
This course enlarges upon the use of photography, film, TV and video through examination of the role of the art director from concept to production. The student is encouraged to use photographic and video equipment to probe individual creative resources. Emphasis is placed upon research, marketing and media planning for more effective communication with the target audience. Flexibility allows the student to work on assignments related to the elective.

MEDI315 Media and Techniques IV
This course exposes the student to the role of the art director and the possibilities of photography, film, TV and video. It continues to emphasize the role of research, marketing and media planning. The student in both electives will use the facilities to improve the material for the portfolio.

MENU401 Italian Menu Development
This course exposes the student to the variety and format of Italian menu design and engineering. A study of Italian food products and standards will precede a description of unique purchasing methods. Menu planning, costings and marketing will be included as part of the introductory part of the program. During the later portion of the program, students will be expected to demonstrate techniques and menu knowledge in a featured dining experience.

MENU402 Menu Planning II
This course will provide the student with an increased understanding of how to apply the principles of menu planning in the health care sector and how to recognize the various factors influencing menu acceptability.

MENU577 Menu Planning
Traditional and modern Chinese menus are discussed and prepared with regard to patterns, combination of items, presentation and introduction to costing.

MILL502 Workshop Practice
The student will practice the use of various types of tools and equipment in effecting simple repairs of sewing machines. The proper use of gauges, micrometers and measuring instruments as well as basic tools will be practised. The student will learn safety practices, machine shop organization, maintenance procedures, scheduling and simple welding.

MIX103 Mixology
In this course, the student learns how to set up and run a bar, and how to make basic cocktails.

Prerequisite: Sanitation and Safety

MIX503 Mixology
This course enables the student to develop bartending skills to the professional standards required in the industry.
Prerequisite: Sanitation and Safety

MIX576 Mixology
In this course, the student learns basic skills in cocktail preparation and bar operation.
Prerequisite: SAN576.

MIX586 Advanced Mixology
In this course, the student develops speed and dexterity in bartending and food service in order to achieve professional standards
Prerequisite: MIX576.

MP201 Financial Management Projects
In this course, students work in groups to create an actual restaurant plan and prove its viability. They must apply the theory they have learned and make it work in the equivalent of an "in the real world" situation. The course culminates in a public presentation by each group to peers, instructors and industry personnel.
Prerequisites: ACC207.

MSN410 Medical Surgical Nursing - Practical
This course provides a practical opportunity to apply knowledge, skill and attitudes related to medical-surgical nursing problems.

MT101 Meat Theory
In this course, the student gains a theoretical understanding of meats. Through a study of meat structure (which includes seafood, fish and poultry), the student will be able to identify appropriate methods of handling, preparing and cooking various cuts of meat.

MT501 Meat Theory
See MT101

MT501A Meat Theory
See MT101

MT544 Business Procedure
This course prepares the student to run a meat-cutting business, and includes how to service customers, merchandise the product and control costs.

MT544A Business Procedure
See MT544

MT701 Meat Theory
See MT101

NURS 107 Nursing Theory
In this course, an introduction is given to the role and behavioural modes acceptable in nursing. Emphasis is on optimal health and its relations to the health continuum and the concept of self-care. Components of nursing processes are studied as the method of nursing.

NURS108 Nursing Practice
In this course, nursing skills are taught and co-related with nursing theory. Planning and supervised learning experiences for skills development are provided in the nursing laboratory, continuing care setting and community agencies.

NU111 Nursing Theory I
This course will discuss Orem's Self-Care Deficit Theory with emphasis on assessment of the individual's ability to meet universal and developmental self-care requisites. The second part of this course will present the basic foundations, beliefs, and values of nursing. Attention will be given to the development of a professional identity with emphasis on responsibility and accountability. Legal implications for nursing will be presented.

NU112 Nursing Practicum
This course will provide specific opportunities for students to apply Orem's Self-Care Deficit Theory to individuals in the community and in simulated situations in the Learning Resource Centre (L.R.C.).

NU113 Human Relations
This course will discuss methods of developing effective interpersonal skills. Communication specific to health care delivery will also be explored.

NU121 Nursing Theory II
This course will discuss Orem's Self-Care Deficit Theory with emphasis on assessment of the individual's ability to meet his/her health deviation self-care requisites in relation to common health deviations. Methods of prescribing nursing assistance will be presented. This course will continue to explore information about nursing and the law and professional responsibility as a member of the health team. Current trends in nursing practice will be addressed.

NU122 Nursing Practicum II
This course will provide selected opportunities for the student to apply Orem's Self-Care Deficit Theory to individuals in maternal-newborn, in continuing care, and in simulated situations in the Learning Resource Centre.

NURS 220 Nursing Theory - Level II
In this course, common nursing problems are studied along with the effects of prolonged bed rest and institutionalization. The concepts of rehabilitation and reality orientation and validation therapy are presented.

NURS 221 Nursing Practice
In this course, the student begins to utilize the nursing process in caring for one to two clients. The focus is on nursing interventions to assist clients to meet their basic needs.

NURS 230 Nursing Theory - Level III
In this course, the study of common nursing problems is continued, in terms of meeting client's needs, the effects of hospitalization, ethical behaviours and application of nursing principles.

NU231 Nursing Theory III
This course will discuss Orem's Self-Care Deficit Theory with emphasis on assessment of the individual's ability to meet his/her health deviation self-care requisites related to specific diagnostic and therapeutic interventions. Methods of prescribing nursing assistance will also be presented. This course will explore Nursing Ethics as it relates to the practicum. Emphasis will be on the role of the nurse as a patient advocate. Discussion of current trends will continue.

NURS 231 Nursing Practice - Level III
In this course, as the client assignment increases to two to three individuals, students are provided opportunities to strengthen their nursing process skills in more complex nursing situations.

NU232 Nursing Practicum III
This course will provide selected opportunities for the student to apply Orem's Self-Care Deficit Theory to individuals who require specific diagnostic and therapeutic interventions. The setting for this practicum will be the acute care facilities and simulated situations in the Learning Resource Centre.

NURS 240 Nursing Theory - Level IV
In this course, the scope of the nursing assistant role is emphasized in studying comprehensive nursing care for a broad group at health problems.

NU241 Nursing Theory IV
This course will discuss Orem's Self-Care Deficit Theory with emphasis on the assessment of the individual's ability to meet health deviation self-care requisites. Methods of prescribing nursing assistance will also be presented. Two components will address common health deviations relating to a) maternal-newborn and b) mental health. Current trends in mental health care and maternal and child care will be discussed. Related legislation such as the mental health act will be explored. As well, the student will be introduced to his/her role regarding membership in profession nursing organizations, such as, the College of Nurses, the Registered Nurses Association of Ontario and the Ontario Nurses Association.

NURS 241 Nursing Practice - Level IV
In this course, the student works toward functioning independently within the nursing assistant role. The goal is to provide a comprehensive standard of nursing care. Client assignment is increased to three to four individuals.

NU242 Nursing Practicum IV
This course will provide opportunities for the student to apply Orem's Self-Care Deficit Theory to individuals with common mental health deviations and individuals with common health deviations in the maternity cycle. The setting will be mental health facilities, obstetrical units and simulated situations in the Learning Resource Centre. Consolidation will focus on the elderly in the acute care setting.

NU351 Nursing Theory V
This course will discuss Orem's Self-Care Deficit Theory with emphasis on the assessment of the individual's ability to meet self-care requisites. Methods of prescribing nursing assistance will be presented. Two components will address common health deviations a) adults and b) children. This part of the course will explore implications for nursing regarding the Child Welfare Act. Current and future trends in health care will be discussed.

NU352 Nursing Practicum V
This course will provide opportunities for the student to apply Orem's Self-Care Deficit Theory to individuals who require specific therapeutic interventions and whose health is in the range of moderately to severely ill. The setting for this practicum will be in acute care facilities for adults and children and in simulated situations in the Learning Resource Centre. Consolidation will focus on individuals in acute care setting.

NU361 Nursing Theory VI
This course focuses on the integrative phase of nursing. Emphasis will be on developing leadership skills, and interdependence, as an active member of the health team.

NU362 Nursing Practicum VI
This course will provide opportunities for the student to apply Orem's Self-Care Deficit Theory to individuals on all levels of the health illness continuum. Emphasis will be on consolidation of all previous learning experiences.

NUT101 Nutrition
This course introduces the student to the theoretical and scientific basis of nutrition. The course will examine the basic principles of the metabolism of carbohydrates, fat, protein, vitamins and minerals will be presented.

NUT102 Nutrition
In this course, the hospitality student learns to plan menus which take into account normal nutritional requirements and, in addition, alternate approaches such as, vegetarian, low-fat and high fibre diets. The course covers nutritional needs over the human life cycle.

NUT104 Nutrition
This course is to illustrate the various methods of determining calorie expenditure for daily occupational and recreational activities. The interrelationships of enzymes, minerals and vitamins will also be discussed with respect to exercise and proper nutrition.

NUT202 Nutrition
This course builds on previously acquired knowledge of the theoretical basis of nutrition and its relevance to dentistry.

NUT203 Nutrition Counselling
This course combines lectures with practical nutritional counselling experience in a clinical setting.

NUT206 Nutrition Guidance
This course introduces the student to the Canada Food Guide. Students will perform a nutritional assessment of their own diets using both quantitative and qualitative methods of analysis.

NUT207 Nutrition Counselling (Special Cases)
This course will introduce the students to diet therapy. Certain diseases and disorders such as diabetes, gastrointestinal problems, obesity, cardiovascular disease, etc., will be discussed along with diet therapy used in these disorders.

NUT404 Introductory Nutrition II
This course provides the student with an advanced knowledge and understanding of the science of normal human nutrition.

NUT501 Basic Nutrition
The student learns about nutrients essential to the well-being of the healthy human body; the food sources of these nutrients; their function in the body and any deficiency diseases, where applicable. The student will learn the use of food standards, that is, Canada's Food Guide and Canada's Guidelines for Healthy Eating.

NUT501A Basic Nutrition
See NUT501

NUT513 Basic Nutrition
See NUT501

NUT731 Basic Nutrition
See NUT501

OP206 Legal Office Procedures I
This course introduces the student to the basic procedures of a law office. The student learns to prepare legal communications and documents. Emphasis is placed on developing work habits needed to become a competent legal secretary.

OP207 Legal Office Procedures II
This course introduces the student to the basic procedures involved in the area of civil litigation, family law contracts, and divorce actions and enables the student to prepare the necessary legal documents.

OP208 Office Procedures
This course prepares the student for an office career through a current and comprehensive introduction to office procedures. This will include topics on "technical" office skills and material on broad transferable skills that can be used in any job.

OP217 Legal Office Procedures III
This course introduces the student to the basic procedures involved in the areas of corporate, real estate, and estate law and enables the student to prepare the necessary legal communications and documents

OP509 Office Procedures
The student will complete four units: telephone and Reception, Replication and Reproduction, Records management, and Desk and Time Management.

ORN400 Operating Room Nursing - Theory/Labs
This course provides a study of the principles and practices of aseptic technique and surgical techniques essential for the nurse to function as a member of a surgical team.

ORN401 Operating Room Nursing - Practical
This course provides clinical application of the aseptic and surgical techniques learned in operating room nursing.

ORTH114 Orthotics I
This course will provide the student with skills and information necessary for them to complete the following objectives: discuss footwear terminology, methods of footwear manufacture, and demonstrate the ability to cut, shape and bevel padding materials.

ORTH206 Orthodontics
This course is designed to introduce the student of Dental Technology to the basic techniques required to fabricate removable and fixed orthodontic appliances.

ORTH215 Orthotics II
This 105-hour full year practical course is offered in semesters III and IV of the chiropody program. It is a continuation of Orthotics I and will involve practice sessions and patient management.

ORTH305 Orthotics III
This practical course will involve both practice sessions and patient management.

PACK5.1 Package Design
The student will explore aspects of the package design field from concept to mechanical art and their applications to various printing methods.

PAT102 Design and Cutting Room Technology
The student will examine basic patternmaking techniques to recognize and be able to identify the various pattern terms and shapes found in the production area. The student will also examine different computer applications to design and patternmaking by looking at the Gerber Creative Designer and the Gerber AccuMark 300 Systems.

PAT138 Pattern Drafting and Design
This course presents the principles of converting details from an illustration into an actual pattern suitable for use in construction of a similar garment. The student will understand and begin to practise style and garment analysis in preparation for garment construction and will acquire elementary skills in pants pattern construction.

PAT141 Apparel Pattern Drafting I
This course introduces the student to the most basic elements of relating a two-dimensional pattern plan to a three-dimensional form through the exposition of flat pattern drafting skirt lessons. The role of comparative measurement to the relationship of 2D to 3D geometric shapes is emphasized as the fundamental groundwork. Basic shape formation through darts, tucks, gathers and seaming is demonstrated. The student is taught the language of symbols used to communicate cutting instructions internationally.

PAT145 Pattern Grading I
The student will learn to apply grading rules, theories and principles to basic women's apparel. The student will acquire the basic knowledge of all grade rules that are used to increase and decrease all basic blocks used in first year pattern drafting using the manual grading machine.

PAT151 Apparel Pattern Drafting II
This course amplifies the basic principles of the previous course through intermediate flat pattern making blouse lessons. The more complex geometrical form of the human torso is introduced to the student. The principles of compound 3D shaping are demonstrated through dart movement and manipulations. Intermediate level collar forms are taught and cylindrical sleeve modelling is demonstrated.

PAT152 Swimwear and Activewear
On completion of the course, the student will have developed a pattern, designed to co-ordinate with the slack design; be aware of the fit of the garment and have the skill to adjust the pattern; understand the solubility of design and fabric choice; and be aware of the cost of the garment.

PAT201 Pattern Drafting III-Day Dress
This intermediate pattern drafting course lays the foundation for all advanced level patternmaking by its focus on the shaping principles of day dresses. Raglan and kimono sleeves are included.
Prerequisite: PAT151. Co-requisite: PAT202.

PAT202 Pattern Drafting III-Evening Dress
This advanced pattern drafting course emphasizes detailed fitting of the female torso. Advanced pattern manipulations are demonstrated as well as specialty necklines for evening wear.
Prerequisite: PAT151. Co-requisite: PAT201.

PAT261 Pattern Drafting IV-Jackets/Suits
This course on pattern drafting for tailored suits introduces the three-level design of tailored-interfaced-lined garments through jacket design. Advanced sleeves and shawl collars are also covered.
Prerequisite: PAT201. Co-requisite: PAT262.

PAT262 Pattern Drafting IV-Coats
This course demonstrates the advanced architectural principles of patternmaking to coats by building a form related to, but different from, the human body. Speciality sleeves and collars are included.
Prerequisites: PAT201 and PAT202. Co-requisite: PAT261.

PAT2B2 Pattern Grading
This course concentrates on French lining, jacket and coat block patterns using hand grading machines. The student will study pattern preparation and the logical work flow of computer grading.

PAT542 Grading I
The student will learn to apply grading rules, theory and principles to basic women's apparel. The student will acquire the basic knowledge of all grade rules used to increase and decrease any basic block from size 6 to size 16 using the manual grading machine.

PAT543A Drafting I
The student will learn the basic elements of flat pattern making and the proper language, symbols and cutting instructions used in the industry. The student will be able to draft patterns both from original designs and from photographs by applying industrial flat pattern making techniques.

PAT543B Drafting I
See PAT543A

PAT545 Drafting II
This course will provide the student with more technical skills in flat pattern making. The student will continue to develop skills to solve intermediate level pattern making problems. All completed patterns are made in muslin and corrected for proper fit on a commercial size 10 dress form.
Prerequisite: PAT543

PAT546 Drafting III
The student will learn to interpret, draft and correctly fit muslins of more advanced designs for ladies' daywear apparel. Emphasis is placed on the fit of the garment, fabric suitability and current trends.
Prerequisites: PAT543 and PAT545.

PAT556A Grading II
The student will learn to grade stylized garments using the same principles as those in PAT542. The student will have an awareness of how pattern parts must match after grading.

PATH111 General Medicine
This course is in the lecture and learning module format and provides, to the ancillary worker, the fundamental knowledge regarding systemic diseases and their possible consequences to clinical treatment.

PATH112 Oral Pathology
This course provides the students with the fundamentol knowledge regarding the pathologic lesions commonly encountered in the oral cavity, and their possible consequences to prosthodontic clinical treatment.

PATH121 Pathology and Therapeutics I
This course will discuss body responses to simple common health deviations. An introduction to Pharmacology will be presented.

PATH20B General Pathology
The student will learn to define terminology related to the study of disease, identify the causes of disease, describe the various types of therapeutic interventions and identify the causes of fluid and electrolyte imbalances.

PATH209 Pathology
This course is a review of medical conditions affecting the various body systems with a detailed study of conditions and their treatment.

PATH232 Pathology and Therapeutics II
This course will discuss simple, common health deviations as they affect normal functioning. Diagnostic and therapeutic interventions will be explored.

PATH243 Pathology and Therapeutics III
This course will discuss specific health deviations related to maternal-newborn and mental health

PATH354 Pathology and Therapeutics V
This course will discuss common complex health deviations related to adults and children.

PC530 Product Casting
In this course, the hospitality student is required to calculate yields per batch and total ingredient costs for specific formulae and to calculate wages productivity for various baked products.

PCT101 Pre-Clinical Techniques
In this course operating room decorum, instrument identification, four-handed dentistry, materials, operative procedures, and patient management are the major areas of concentration.

PCT102 Clinical Techniques
During this period the student will work with dentists and other dental auxiliaries in the George Brown College dental clinic, performing the wide range of clinical assisting techniques.

PCT201 Pre-Clinical Techniques
Students are taught all of the principles and procedures involved in the practice of Dental Hygiene.

PCT203 Clinical Techniques
The students will provide treatment services to a variety of patients. They are assigned to supervised clinical sessions at George Brown College and at the University of Taranto, Faculty of Dentistry.

PCT401 Pre-Clinical Restorative Tech
This course will review tooth morphology, physiology of occlusion and cavity preparation and classification. Restorative procedures will be taught through the use of functional waxing techniques and restorative techniques on manikin.

PCT402 Clinical Techniques Practical
In clinical sessions at George Brown dental clinic students will participate in delivering restorative treatment to patients, under the supervision of dentists.

PD100 Introduction to Distribution Management
The logistics of distribution management consist of the complex activities involved in moving goods from the source to the consumer. This course is an introduction to the various components such as materials handling, purchasing, warehousing, transportation and inventory control that constitute a full distribution system, and the role distribution management plays in today's modern businesses.

PD103 Warehousing Management
This course provides an overview of the responsibilities, functions, techniques and tools of modern warehousing.
Prerequisite: PD100.

PD105 Inventory Control
This course covers inventory goals and current control techniques such as usage forecasting (cost control), balanced inventories, proper lot-size choices, classification, records, physicol control and inventory budgeting.
Prerequisites: PD103 and 214.

PD202 Distribution Management Systems I
This is a fully integrated course dealing with the sub-systems of physical distribution such as the distribution manager's role including organization, concepts, strategies, skills required and the necessary interfacing with the company in order to react instantly to shifts in supply, demand and total cost.
Prerequisites: PD103 and 214.

PD203 Traffic and Transportation Management I
This course provides an overview of the transportation role in Canada and its impact on the domestic and international scene. Specific areas covered are: advantages of modes; types of service; product characteristics; documentation; insurance; shipping rates; federal and provincial government regulations; management operations; information systems and economic impact on markets.

PD204 Industrial Purchasing
This course examines the role of purchasing in the modern business organization, including basic purchasing techniques such as supply sources, pricing, negotiation with suppliers, quality control, timing, cost analysis and control, make or buy decisions, planning basic policies and organization.
Prerequisite: PD100.

PD205 Distribution Management Systems II
This course is designed to examine issues that are important to today's distribution executive. Such aspects as budgeting, allocation of resources, return on investments, quantitative techniques, strategic planning, future direction, leadership qualities and personal targets are some of the topics covered.
Prerequisite: PD202.

PD206 Inventory Control II
This is an advanced course which emphasizes modern production and inventory control systems in areas such as sales and forecasting information, product and processing information, costing, capacity planning and scheduling, purchasing, inventory management and control, material requirements planning, economic lot-sizes and inventory models.
Prerequisite: PD105.

PD207 Traffic and Transportation Management II
This is a continuation of the level I course. It covers extensively highway transport and ocean shipping components, management control functions, consolidation, materials handling and bulk shipping concepts, packaging, financial aspects of carrier operation and trade (export and import) methods for international distribution.
Prerequisite: PD203.

PD208 Import/Export Documentation
The purpose of this course is to introduce the student to basic export and import systems that are applicable to Canada. It covers such topics as terminology, custom procedures, export and import rules, documentation and tariff interpretation, etc.

PD209 International Trade
This course is about the way organizations become and remain international in scope. It is about the experiences of organizations of all sizes as they come to grips with an increasingly competitive global environment and the practices of management when a local market perspective is no longer enough.
Prerequisites: PD202, 203 and 105.

PEDN403 Pediatric Nursing - Practical
This course provides a practical opportunity to apply knowledge, skills and attitudes learned in PEDN404 in the nursing care of children.

PEDN404 Pediatric Nursing - Theory
The focus of this course is the theoretical basis of nursing care of sick children and is taken concurrently with PEDN403.

PERI100 Periodontics I
This is a lecture and practical course that considers the structure and function of the periodontal tissues, the disease processes and predisposing factors which affect these tissues and the various approaches to disease control.

PERS202 Introductory Human Resource Management
In this course, the student is introduced to basic human resource management strategies common to the hospitality industry. Because people are the most essential resource at a hospitality operation, successful strategies for training, motivating, training and communication are therefore of utmost importance.

PERS502 Introductory Human Resource Management
See PERS202

PHAR102 Pharmacology & Emergency Care
During this program the student will be introduced to the principles of pharmacology and drug therapy used in dentistry.

PHAR205 Pharmacology
This course is designed to introduce the student to the use of drugs as therapeutic agents. The student will learn to recognize the medical usage of various agents and any chiropodial implication.

PHY100 Applied Physics
this course includes the following: accuracy error, properties of matter, fluid statics, pressure on retaining walls, floatings and anchor blocks, fluid flow, thermal expansion, calorimetry, heat transfer, optics, illumination, wave motion, theory of sound and acoustics.

PHY106 Applied Physics
This course covers: linear motion; Newton's laws of motion; forces; properties of matter; work, energy and power; heat: temperature and thermal expansion; change of state; heat transfer; humidity; curvilinear motion; linear impulse and momentum; angular momentum. energy of rotating bodies; fluid statics and flow; continuity equation; Bernoulli's equation; flow construction and head meters; frictional losses in pipes and fittings; and reflection and refraction of light and illumination.

PHY116 Physics
This course covers linear motion, impulse and momentum, Newton's Laws, properties of matter, work, energy and power, curvilinear motion, angular momentum, fluid statics and flow, continuity equation, Bernoulli's Equations and flow construction.

PHY133 Applied Mechanics and Physics of the Piano
The physics studies in this course are directly related to the piano and music. It includes the study of levers and acoustics.

PHY200 Modern Physics
Newton's laws of motion, energy, conservation of energy, conservation of momentum and collisions will be reviewed. Electromagnetism includes: charge particle trajectories, electromagnetic waves, spectrum, speed of light, diffraction, X ray spectrum, photoelectric effect, Compton effect, wave particle dualism. Quantum theory, Bohr atom, energy levels, insulators, conductors, semiconductors are discussed.

PHY201T Physics
An introductory physics course for technologists. The course explores the nature of physical law and its application to areas of classical physics (mechanics, heat, light). A background in calculus is assumed.

PHY202T Modern Physics
An intermediate physics course for technologists. The course examines three of the major areas of 20th-century physics: special relativity, quantum mechanics, and nuclear physics. Exposure to an introductory physics course is assumed.

PHY231 Physics
This course continues with electrical theory and its applications to printing technology. In addition, there will be an introduction to light, optical instruments and the theory of illumination and colour.

PHY232 Physics
This course will continue electrical theory into basic AC circuits and introduce some topics in electronics and solid state physics which are relevant to the graphic arts industry. Some topics in electro-optics are also covered.

PHY234 Applied Physics
This course includes kinematics (linear motion) and kinetics (force and motion). Flow in open channels, Bernoulli's equation, siphons, and Archimedes principle are studied.

PHY245 Applied Physics
This course looks at properties of matter and fluid states, including elementory flow of fluids and open channel flow.

PHY301 Thermodynamics
This course includes basics on forces, pressure, work, energy and power, substances, open and closed systems, path, cycle, the laws of thermodynamics, enthalpy, entropy, laws of gases, Carnot cycle, Carnot engine, efficiency, inefficient of performance (refrig.), balance of energies, heat transfer, applications an all above topics.

PHY402
In this course, the student will gain knowledge and an understanding of the structure and functioning of the human body in relation to health, disease and nutritional status.

PHY513 Physics
This course expands the areas the student studied in SC530. It includes forces and vectors, equilibrium and friction, motion, work, simple machines, and temperature and expansion.

PHY523
This course is the second in the series. It includes gas laws, electricity, and magnetism.

PHY531 Physics
This course covers the physics applying to heating and cooling and includes such topics as: properties of matter, fluid statics, fluid power and fluid flow; work energy and power; temperature, heat, specific heat, latent heat, sensible heat; and heat exchange, cooling, linear expansion and gas expansion.

PHY700 Physics for Pre-Health
This course is a review of basic physics and its application to health sciences. It covers the general properties of matter mechanics and other related topics.

PHYS105 Muscle Physiology
This course details the biochemical and physiological changes at skeletal muscle, which occur when muscle strength and endurance are increased.

PHYS107 Physiology
This course covers the development, structure and function of bones, the nervous system, muscle and tissues under normal and pathological conditions as they may be seen in regards to prosthetics and orthotics.

PHYS108 Physiology of Exercise
The acute and chronic adaptation of the cardiovascular and pulmonary systems to exercise stress is studied.

PHYS208 Physics
This course includes the topics of properties of sound and sound measurement, acoustics, simple harmonic motion, vibration and damping, magnetic fields and forces, Faraday's law, induction, A.C. and D.C. machines, and electromagnetic force.

PIAN100 Tuning
The student is introduced to basic tuning techniques. The emphasis is on learning to hear beats, tuning octaves, unisons and temperament.

PIAN101 Action Regulation
The student is introduced to the upright piano action, learning the principles of how the action works, parts replacement, how to repair and how to regulate it.

PIAN102 Strings-Wrestplank-Soundboard-Bridges
This course has the student rebuild the structure of the integral parts of the structure of the upright piano. The work includes soundboard repairs, bridge replacement and redesign of the string scale.

PIAN200 Tuning
This course continues to develop the skills learned in PIAN100. Pitch raising and voicing are discussed and practised on the pianos being rebuilt.

PIAN201 Action Regulation
This course is similar to PIAN101 with the focus on grand piano action.

PIAN202 Strings-Wrestplank-Soundboard-Bridges
This course is similar to PIAN102. The focus is on the grand piano structure, emphasizing wrestplank replacement.

POD127 Podology I
This course is designed to develop the students knowledge of soft tissue lesions affecting the foot. Topics include: etiology and pathology of simple epidermal and nail conditions, and keratinization.

POD227 Podology II
This Podology course in semester II places an emphasis on structural deformities affecting the feet. The course is viewed as an extension of the Podology I course.

POD237 Podology III
This course places a continued emphasis on structural deformities affecting the feet. The course is viewed as an extension of the podology II course.

POD307 Podology IV
The 45 hour Podology course emphasizes the management of patients whose foot conditions are complicated by systemic disorders, and paediatrics.

PRAC111/211 Management Practice (Work Experience)
The student acquires on-site work experience with an approved property management company.

PRAC212 Mortgage Administration
This course provides the student with an overview of the preparation of mortgage schedules and systems of control over cash flows.
Prerequisite: ACC203.

PRAC217
This introductory course acquaints students with the use of computer systems to satisfy business information needs. Programming is introduced, with emphasis on problem solving and structured program design. Computer-based activities include use of DOS to manage files and use of database software to develop programs for business applications, in particular those pertaining to property management.

PRGM211 Computer I
This course is an introduction to the use of computers in the fields of advertising and graphic design. Emphasis is placed on the application of basic skills to computer technology. Through a hands-on approach, the potential of the Macintosh computer as a design and production tool is explored. Desktop publishing is introduced.

PRGM230 Computers
This course covers fundamentals of operating microcomputers and basic programming techniques. Input and output, decisions and programming, looping, built-in functions, arrays, program design, screen graphics, sub-routine, random numbers, and peripheral devices are included.

PRGM240 Computer Programming/Systems
This course is designed to provide a working knowledge of C programming language, to develop an understanding of user programs, and to develop the ability to create and modify user programs. The student assignments will be project oriented. The following topics are covered: introduction to UNIX and C, data types and operators, control statements, branching and looping.

PRGM305 Computer II
This course expands upon the use of the computer as a drawing and design tool. It explores electronic page composition through hands-on training and examines the production of camera ready art for printing. The student will learn to use computer software that is currently used in the advertising and graphic design fields, as well as a variety of techniques such as layout, type placement and type modification, and employ these techniques in the creation of newsletters, ads, promotional literature reports and other graphic materials.

PRGM315 Computer III
This course continues to expand upon the use of the computer as a drawing and design tool. It explores electronic page composition through a variety of software programs and introduces the student to more flexible illustration programs as used in business. The assignments focus on more advanced solutions to problems peculiar to the graphic design and advertising professions.

PROD102 Introduction to Printing Plant Processes
This course provides an introduction to printing plant processes, office structure and personnel, and involves concepts related to plant layouts, production co-ordination/scheduling and estimating functions, including the estimation of a "simple" job.

PROD200 Production Scheduling
This course introduces the student to operations management. The student is introduced to the process of data collection and information analysis through decision making, forecasting, aggregate planning and inventory control. This information is necessary to generate business strategies.

PROD202 Production II
This course continues to reinforce the proper use of the technical tools of graphic designers. Emphasis is placed on mechanical assembly, presentation, printing specifications and type mark-up. The student is introduced to a variety of graphic reproduction methods, such as one and two colour printing, duotone, screen printing, offset and litho printing.

PROD212 Production III
This course continues to stress mechanical assembly, presentation, accuracy in line treatment, printing specifications and type mark-up. The student is introduced to more sophisticated and specialized forms at printing such as four colour process engraving and hot stamping. Production skills for studio use (e.g., working with the printer, colour separators, deliveries, clients, etc.) are emphasized.

PROD315 Production V
This course provides the student with advanced training in camera-ready art, colour separation, film and studio management. The student learns to interpret client and marketing directives and is introduced to basic psychology for effective client presentation. Personal motivation and creative talent management and development are explored.

PROJ200 Research Plan
This course will provide the student with the skills and knowledge in the preparation of a business plan for either a shopping plaza, office building, condominium or rental property for his or her major program project.

PROJ205 Clinical Training in Fitness Field
The student will be involved in demanstrating his competencies in fitness programming, fitness testing and club administration and nutritional guidance and leading exercise classes in the work setting.

PROM501 Promotional Design I
Projects involve preliminary thumbnail sketches, full size roughs and comprehensives. Emphasis will be placed an development at good layout arrangements, sketching skills and their comparisons as well as good presentable marker renderings of comprehensives for magazine and newspaper advertising.

PROM511 Promotional Design II
The student will develop each project through to the finished art stage, ready for camera. The emphasis will be placed an development of line drawing techniques and working drawings as applied to layouts of advertisements of diversified products.

PROP211 Amenity and Common Area Management
This course provides the student with management practice skills and cost control knowledge in common areas inside and outside of buildings.

PROP213 Office Building Management
This course provides a fundamental knowledge of office building management including tenant mix, lease negotiations, common area management, advertising and promotion, taxation, insurance and legal considerations.

PROP214 Shopping Centre Management
This course provides a fundamental knowledge of shopping centre management including areas of tenant mix, lease negotiations, advertising and promotion, insurance, risk management and taxation.

PROP216 Condominium Management
This course provides the student with the differences between the management of rental and condominium accommodation and a knowledge of condominium by-laws, declorations, director functions and the condominium act.

PROS102/112 Materials and Laboratory Techniques
The student will have the opportunity to develop minimal technical skills necessary to enter the profession as a technician to fabricate Orthotic/Prosthetic devices to the specifications of a patient's measurement chart.

PROS103/113 Fabrication Theory
This course is designed to provide an understanding of the history, materials, componentry, alignment criteria and fabrication techniques necessary for making Orthotic/Prosthetic devices. Also the indications and contra-indications of patient use.

PROS203 Pre-Graduate Work Experience
This pre-graduate work experience, occurring in the final semester will allow the student to work for a 5 week period at a Canadian Orthotics and/or Prosthetics facility of their choice.

PROS205/215 Materials and Laboratory Techniques
This course, closely coordinated with fabrication theory, allows the student to receive hands on instruction and experience in fabrication procedures to progress through a series of projects in order to apply theoretical knowledge gained in the academic areas of the Orthotic/Prosthetic program.

PROS206 Fabrication Theory
This course is closely coordinated with laboratory fabrication to help the student better understand the history and development of various orthotic and prosthetic devices. Topics include fabrication techniques and procedures, as well as common materials usage.

PSP100 Film Imposition/Printing Surface Preparation
This is a basic course for black and white, line colour and halftone stripping. Job planning and layout of line and halftone negatives is introduced. Imposition and the preparation of folded dummies and layout sheets for various types of bookwork is emphasized. Darkroom techniques for making contacts and duplicates and making presensitized offset plates are covered as are mast areas of one and multi-colour line negative stripping. Pagination concepts using PCs are introduced.

PSP200 Film Imposition/Printing Surface Preparation
This is an advanced course in the techniques of black and white, colour and four colour process film stripping, including contacting, step and repeat, spreads and chokes and an introduction to the programming and operation of a photocomposing machine and a number of different pre-press colour proofing systems. Further studies involve the use of PCs to move, store, and retrieve digital data for pagination.

PSP300 Film Imposition/Printing Surface Preparation-Colour
This course emphasizes four colour process stripping procedures, including the preparation of flats containing choices and spreads, fake colour and colour separation. Colour charts are prepared by the student, incorporating the various screen angles and tints. Further experience is gained in manual step and repeat methods and machine photocomposing.

PSP310 Film Imposition/Printing Surface Preparation-Planning and Proofing
This course provides for the practical application of all previous courses in the areas of contacting, stripping, photocomposing and job planning. It also includes platemaking problems and their solutions and pre-press colour proofing methods.

PSP320 Film Imposition
A combination of camera, stripping and platemaking that allows the student a number of choices that include completing a project through camera, stripping and platemaking, or performing practical work in any one or more of these areas.

PSP536 Printing Surface Preparation
Course covers basic blank and white stripping techniques and line colour stripping and introduces job planning and layout of flats to contain line, halftone, line colour and duotone negatives.

PSP547 Film Imposition and Offset Platemoking
A basic course for black and white line colour stripping. The course introduces job planning and layout of flats containing line and halftone negatives. Proofing and platemaking procedures and contacting procedures will be included.

PSY106 Applied Human Relations
This elective will give students an increased understanding of themselves and others, with the goal of achieving greater career success through enhanced human relations skills. Topics include perception, motivation, personality theory, love in the workplace, persuasion, leadership and job satisfaction.

PSY107 Introductory Psychology
This course introduces many of the major areas in contemporary psychology and is designed to give the student a basic understanding of the workings of the human mind. This should enable the student to deal more effectively with patients in clinical settings. The topics covered include psychology as a science, the nervous system, perception and sensation, memory, learning, cognitive processes, development, social interaction, and psychological disorders and their treatment.

PSY115 Life Span Development
This course covers the major psychological theories concerning human development across the life span. Emotional, cognitive, social and personality development are examined in a stage theory approach, from conception through late adulthood.

PSY116 Introduction to Gerontology
An examination of the psychological and social phenomena which impact upon the elderly citizens in our society. The course explores theoretical and practical approaches toward understanding and working with the aged individual.

PSY118 Applied Psychology
This course will cover basic psychological principles.

PSY125 General Psychology
This course deals with the basic principles of the science of mind and behaviour. The student will be encouraged to explore the major theories of personality development, states of consciousness, stress and health, psychological disorders and therapies.

PSY162 Interpersonal Psychology
The focus of this course is upon self-exploration and personal awareness. The class incorporates lecture, discussion, demonstration, experiential exercises, and active participation, with the emphasis always upon learning what we feel, think, and believe about ourselves and others, and the ways in which these thoughts, feelings and perceptions affect our relationships with others. Topics include self-concept, stress, assertiveness, love, sexuality, listening and resolving conflicts.

PSY169 Introductory Psychology
Introductory Psychology is intended to introduce students to the basic tenets, schools of thought, and theories of psychology. In this course we will examine not only the things people do but why they do them as well as looking at ourselves in relation to the world around us.

PSY170 Psychology for Chiropody Students
This course is an introduction to psychology with an emphasis on applications to the chiropody field, including patient/health care relationships. Lectures, small group work and seminars will be used.

PSY204 Foshion Management-Sociology/Psychology
This course provides an introduction to psychology, sociology and ethics with an emphasis on issues related to the fashion field, including the portrayal of women in advertising. Lectures, small group work, role plays and presentations will be used.

PSY207 Creative Foshion-Psychology
This course gives an introduction to psychology with an emphasis on issues relating to fashion such as perception, advertising, personality and creativity. Lectures, small group work, role plays and presentations will be used.

PSY208 Organizational Behaviour I
This introductory course in organizational psychology focuses on the individual by examining the topics of personality, attitude, learning, perception, social attribution and interpersonal communication. The foundation of knowledge about the individual is used to understand the dynamics within and between groups.

PSY215 Human Resources Monogement
In this course principles learned in human relations will be applied to the business world. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures and job satisfaction.

PSY218 Organizational Behaviour II
This advanced level course in organizational psychology examines the critical topics of power, culture, conflict, stress and change in organizations. The effect of these aspects of the workplace on both the individual and the organization are studied.
Prerequisite: PSY208 or permission of the professor.

PSY302 General Psychology
This course deals with theories and issues in human relations. The student is encouraged to explore personal patterns of communication, behaviour and belief, and to experiment with possible alternatives. Topics are selected by class members and active involvement in classroom activities is important.

PSY404 Introduction to Psychology
This course will provide the student with a sound understanding of human behaviour at the level of the individual, group and organization with specific emphasis on seniors.

PSYN403 Psychiatric Nursing - Practical
The focus of this course is to provide a practical opportunity to apply knowledge, skill and attitudes learned in PSYN404 - Psychiatric Nursing - Theory, in the nursing care of the psychiatric patient.

PSYN404 Psychiatric Nursing - Theory
The focus of this course is on the application of the concepts of mental health, and the principles and concepts of psychiatric nursing and is taken concurrently with Psyn 403.

PUR102 Purchasing for Hospitality
This course prepares the student to purchase food, supplies and services for hospitality operations. It includes all the steps in the purchasing process, from selecting a supplier to controlling the received inventory.

PUR104 Kitchen Management
An introductory look at controls in a restaurant operation. The student learns to perform the required calculations.

PUR502 Purchasing
See PUR102

PUR502A Purchasing
See PUR102

PUR505 Kitchen Management
See PUR104

PUR505A Kitchen Management
See PUR104

PUR530 Product Casting
In this course, the student is required to calculate yields per batch and total ingredients costs for specific formulae and to calculate wages productivity for various baked products.

PUR531 Ingredients and Material Purchasing
The student is required to determine the ingredients, equipment and materials needed to open a commercial bake shop which will sell a variety of baked items. The student will also provide prices of product and ingredient supplies information.

PUR57B Kitchen Management
In this course, students learn about the special equipment and unique setup of this equipment in a Chinese kitchen. They also learn to read and understand a kitchen layout drawing. They learn about purchasing, receiving, storage, inventory control procedures, staff timetabling, efficient use of human resources, and food and labour cost controls.

PUR705 Kitchen Management
See PUR104

PWE263 Practical Work Experience
The student will make arrangements, or be assigned, to work in an environment applicable to courses taken. This segment of the program will be not less than eight weeks in length.

PWE500 Practical Work Experience
Following completion of academic work, the student will be placed in an industrial environment with a specific firm for four weeks. Assignment to an apparel related organization will be based upon the student's needs, aptitudes, abilities and career aspirations. Progress of the student will be monitored by faculty and the management of the organization.

QC100 Quality Assurance
See AC100

QC501 Quality Control
Quality Control procedures as pertaining to the printing industry and related fields and the various segments within each are emphasized.

RAD210 Radiographic Pattern Recognition
This course is designed to provide the student with the ability to discuss with a dentist the radiographic implications directed towards the preprosthetic preporation at the tissue for full dentures and for the design of a removable partial denture.

RBN401 Review of Basics to Nursing
This course examines the health care system in Ontario, the privileges and responsibilities of a registered nurse, offers a review of physical, biological and social sciences as well as introduction to the problem-solving approach to nursing.

RCM231 Building Construction and Drafting I
This course is an introduction to perspective drawing, sketching and residential insulating techniques, including some R200 methods, constant reference to Ontario Building Code and preparation of working drawings of a two-storey home.

RCM232 Building Construction and Codes I
This more detailed study of house construction includes such topics as construction sequence, footings and foundation walls, conventional framing systems including floor, wall ceiling and roller framing, framing drawings and roofing systems, with constant reference to Ontario Building Code.

RCM233 Project Management and Scheduling I
This course covers: project scheduling, production scheduling, corporate management structures; pre-construction; project start-up; during construction; project close-out; management of trades and suppliers; project administration; reporting systems; liaison with government agencies; and decision making and people skills.

RCM234 Small Business Management I
See SBM166

RCM235 Contracts and Specifications
This course looks at Canadian building law, law of contracts, building regulations, introduction to specifications, masterformat, scope of work, contract law, contract documents, tendering process, tender documents, sub-contracts and scope of work.

RCM236 Quantity Surveying and Estimating
This course introduces quantities, Canadian Institute of Quantity Surveyors format, masterformat, blue print reading, substructures, residential applications. Introduction to electronic spreadsheet applied to quantity take-off extensions is included.

RCM237 Computer Applications (Financial Management)
Pricing and costing, salary schedule, petty cash schedule, payroll deduction, depreciation of asset, break even point and lease/buy option decision, and balance sheet are all covered.

RCM241 Building Construction and Drafting II
This course looks at residential masonry techniques, truss framing systems, grazing plans, septic systems, small house design and preparation of working drawings.

RCM242 Electrical Services
This course covers methods of generation and distribution of electricity: Ohm's law and power relationship; hydra codes; hydra inspection; terminology; types of wire; temporary services; residential wiring principles and applications; practical wiring in lab; study of high rise application; electric heating and permits.

RCM243 Mechanical Services-Plumbing
This course looks at architectural drawings and their relationship to mechanical drawings; arthographic and isometric drawing; mechanical symbols; plumbing fixtures; code; shop drawings; sanitary drainage; venting; clean-outs; floor drains; hangers; water service; rural water system; hot water heating. Estimating is introduced.

RCM244 Mechanical Services-Heating
This is an introduction to heating and cooling load estimating, ducted air distribution systems, residential H.V.A.C. control systems, safety devices, settings and operation; major equipment; boilers, furnaces, cooling units, sizing practices, fuels, equipment location and safety requirements.

RCM245 Project Management and Scheduling II
This course is a continuation and application of principles learned in RCM233.

RCM246 Applied Mechanics-Timber Design
This course covers basic structural stresses including tension compression and shear; reaction, shear and moment calculations for uniformly distributed and concentrated loading conditions; design of timber beams, girders, decking, columns and lintels.

RCM247 Computer Applications (Business Plan)
The student will prepare a business plan that includes operations, strategies and financial strategies.

RCM248 Quantity Surveying II
This course involves a detailed study of take offs with computer applications.

REF534 Electricity
This course concentrates on basic electrical fundamentals. The theory portion deals with electrical laws as they pertain to various electrical terms (i.e., voltage, amperage and resistance). The practical portion of the course has the student build electrical systems from various wiring diagrams incorporated from the theory classes.

RER535 Refrigeration
In this course, the student is introduced to various refrigeration terms such as heat transfer, temperature, heat definitions, psychometrics, pressure, gas laws, the basic cooling cycle, the mechanical compression refrigeration cycle, and safety. For practical applications, the student will complete different piping projects.

RER536 Refrigeration
This course continues the development of skills required for the refrigeration and air conditioning trade. Topics covered are basic controls, compressors, condensers, evaporators, metering devices, refrigerants, piping principles and receivers. For practical work, the student will assemble a complete working refrigeration system.

RER537 Refrigeration
The student will be introduced to the following; simple defrost methods; condenser regarding air or moisture in the system; compressor motors; compression ratio; compressor shaft seals, compressor lubrication; and evaporative condensers and cooling towers. In the lab, the student will add components to the unit completed in RER536 in order to make the system more complex.

RER538 Refrigeration and Air Conditioning
This course deals with the following topics: comfort cooling; unit operation; noise level; the year round AC unit; installation of commercial and residential units; and head pressure control and overload devices. Laboratory work will consist of a series of test operations on low temperature water cooled refrigeration systems.

RER539 Refrigeration and Air Conditioning
This course incorporates the following topics: commercial installations; capacity control; heat pumps; multiples systems; hermetic burnouts; secondary refrigerants; and control circuits. Lab work will consist of chillers, air conditioners, computer room cooling and heat pumps. For a period of two weeks the student will go out to industry with a contractor.

REH705
This course is divided into two 1.5-week seminars. The topics include basic grammar, spelling vocabulary and writing. Short stories and poetry are also studied.

RELI12/212 Residential Management
This course provides the student with an understanding of the legal frame work within which he or she will operate (Landlord and Tenant Act) and a basic knowledge of residential management of townhouses, low rise, high rise, private and public housing.

RET1201 Retail I
This course explores the design and rendering of layouts for newspaper ads, direct mail pieces and catalogues. It emphasizes the importance of clean, fast marker renderings. Using the skills learned in DES103 and TYPO102, attention is given to the integration of headlines, copy, prices and illustrations in the development of a cohesive design.

RETL305 Retail II
This course introduces a wide range of advertising areas, including real estate, fashion, direct response and automobile. The student develops their design ability by creating arresting visuals for a sophisticated market and combining them with headlines to achieve cohesive communicators objectives. Portfolio material is developed in this course.

RETL315 Retail III
This course continues to apply innovative design and word solutions to a wide range of communications objectives for the retail market.

RETL501 Retail Advertising I
This course provides an extensive study in marker rendering of products for retail advertising. The student will learn to solve design problems through the use of thumbnail sketches, rough layouts, and various techniques involved in layout and design.

RETL511 Retail Advertising II
The student will take an in-depth look at retail advertising, including comprehensive study of layout, illustration, mechanical art, paste-up and colour separation by airbrush overlay. The components covered will be necessary to successfully produce portfolio pieces.

RM205 Manuals Management
This course introduces the student to the need for high quality manuals and a cohesive manuals program. The course demonstrates how to write clear, consistent material for manuals and teaches the student how to maintain an efficient manuals program.

ROTO200 Machine Printing Rotogravure
This basic course in the fundamentals of rotogravure printing covers safety and housekeeping, lubrication, roll feed and web tension, the printing units, services of press of air, water, gas, and electrical control, oven drying, roll rewind, circulating pump for inking system, gravure inks and their compatible solvents, ink viscosity measurements, doctor blade finishing, position register, substrates, running problems and correctians.

ROTO300 Machine Printing Rotogravure
This is an advanced course in rotogravure printing with exercises in two and four colour printing, including colour mixing and theory of electronic register control.

RSCH251 Research
This segment of the program will be used by the faculty, at the discretion of the coordinator, to assist the student to develop a better understanding of subject matter in courses or areas in which the student is weak and where more time is required. If this is not required, the student will conduct research within an area of the apparel industry and provide a report.

RSCH500 Research and Survey Courses Project
See AUD500

RSCH510B Research and Survey Courses Project
See AUD500

SAFE105 Workplace Health and Safety
This course introduces the student to a comprehensive overview of the field of occupational health and safety, focusing on relevant government legislation and the organization's efforts to prevent and control occupational injury and illness, property damage, security breaches, pollution and product liability.

SAN100 Sanitation and Safety
This course is an introduction to basic sanitation/safety principles and practices in foodservice operations. The course is based on the National Sanitation Training Program.

SAN402 Infection Control and Safety II
Principles of sanitation and safety practices in relation to food services operations are discussed. Students learn how to implement and maintain high standards of food service sanitation and safety.

SAN500 Sanitation and Safety
In this course the student learns of the potential dangers inherent in improper food handling. Proper procedures and the special attention for the prevention of food-borne illness required of food handlers are covered.

SAN500A Sanitation and Safety
See SAN500

SAN501
See SAN100

SAN511
See SAN100

SAN531
See SAN100

SAN576 Sanitation and Safety
This course is an introduction to basic sanitation/safety principles and practices in foodservice operations. The course is based on the National Sanitation Training Program.

SAN577 Sanitation
The first half of the Canadian Restaurant and Foodservices National Sanitation program is taught in this course. It includes subjects such as: personal hygiene, prevention of food-borne illness, workplace sanitation, and food holding and storage requirements.

SAN57B Sanitation
The second half of the Canadian Restaurant and Foodservices National Sanitation program is completed. Emphasis is on pest control, ware washing, foodservice facilities, and general maintenance.

SAN730
See SAN100

SBM100 Denture Therapy
This course deals with business topics of interest to denture therapists including setting up a small business, determining the appropriate sources of financing and the basics of maintaining appropriate financial records. The student will be able to address the typical issues that arise in running a business, such as dealing with a banker, establishing the location for a business, considering insurance options and evaluating financial performance.

SBM101 Small Business Management (For AR121 and A117)
This course provides students in the construction field with an understanding of business essentials. These include setting up a small business, selecting an appropriate legal form of business and preparing a detailed business plan. Students will learn about financing a new business and the basic financial statements that permit evaluation of a business's performance.

SBM101 Small Business Management
This introduction to small business management describes the different forms of business ownership typically seen in residential construction along with the economic and government policy framework within which the industry operates. Aspects of financing and contract law are examined, while good purchasing and inventory control practices are outlined and analyzed.

SBM103 Small Business Management
This course introduces students to the fundamental principles and planning necessary in managing a small firm. Emphasis is placed on the preparation of a business plan. Business opportunities are assessed as well as management practices including marketing, financial matters, internal operations and tax management. The student will get involved in decision making using case studies.

SBM111 Financial Management
This course introduces the student to business practices relating to detailed financial record-keeping and performance evaluation. The student will be provided with the basic analytical tools to prepare, maintain and evaluate financial records.

SBM116 Small Business Management
This course introduces the student to basic business principles and will cover types of business ownership, contracts, insurance considerations, financial services, mortgages, invoicing and payroll.

SBM135 Moth/Small Business Management
This course for foshion students combines a review of basic arithmetic — addition, subtraction, multiplication, division, fractions and decimals — with an introduction to pricing, markup, markdown and costing. Problems and situations related to the expenses and financial decisions involved in running a business are examined.

SBM166 Small Business Management
This course introduces students to the basic principles involved in starting a small business: establishing the form of ownership, developing a financial plan, communicating effectively, controlling an enterprise and meeting federal and provincial tax and employment requirements.

SBM200 Small Business Management
This course involves sound business management through planning and budgeting, setting up accounts and preparing a prospectus for bank financing. The student learns that to operate for profit it is necessary to control the business according to plans. The student is taught how to advertise and promote sales, supervise, estimate, and mark-up and price for profit.

SBM201A/B Small Business Management
This two-semester course familiarizes the student in craft-oriented fields with the basics of setting up and running a small business. Major topics include preparing a business plan, selecting the appropriate legal form of business, evaluating alternative sources of financing, understanding marketing essentials and preparing a system of record-keeping and financial reports. The student will have the opportunity to carry out in-depth research and prepare reports on relevant business topics.

SBM232 Mathematics/Small Business Management
This course will help students improve their arithmetic and small business skills in order to become more efficient in money management, both from a business and a personal perspective. Course content includes the introduction of such concepts as balance sheets, payroll and deductions, bookkeeping and the procedures for starting a small business.

SBM402 Small Business Management
This two-semester course provides the student with an understanding of business essentials, including establishing a new business, business financing and record-keeping. The course helps the student understand the economic environment within which business operates and provides the tools for evaluating business performance.

SBM534 Small Business Management
This course consists of the following eight categories: technical description; work orders; the order form, telephone techniques; public relations; memos; job search; and the Occupational Health and Safety Act. Studying these topics will help the student effectively write, organize, and express given materials in a concise form and become aware of various health and safety rates from governing institutions.

SBM535 Small Business Management
This course introduces the student to the basics of setting up a small business. Topics include selecting the appropriate legal form of business, negotiable instruments, insurance and bankruptcy. In addition, this course will help the student to understand marketing, planning and risks in business.

SBM536 Small Business Management
This course gives students information on air conditioning an overview of contract law. Topics include the requirements for an enforceable contract, discharge of contract, breach of contract, remedies for breach, secured credit, bankruptcy, negligence and torts, and the Construction Lieu Act.

SBM537 Small Business Management
A brief introduction to accounting basics, taking the student through the steps involved in preparing an income tax statement and balance sheet.

SC101 Engineering Science I
This course covers: definitions of fundamental physics quantities and related units; force, acceleration, pressure, density; displacement, velocity and acceleration; Newton's Laws; rectilinear motion; rotational motion; kinetics; characteristics of a force; vector representation of a force; resolution of forces; resultant of a force system; principles of moments; couples; free body diagrams; equilibrium, properties of areas; centroids; moments of inertia; friction; work and machines.

SC121 Integrated Science (Chemistry)
This course introduces the student to the basic principles of chemistry, then applies the knowledge to the study of chemistry in paper and paper-making, photography and photo-processing and inks and pigments.

SC122 Integrated Science (Applied Physics)
This course gives the student an understanding of the basic principles and concepts in physics, together with their application to graphic arts industry-related problems. Some mathematics skills are assumed, otherwise no previous experience in physics is necessary.

SC231 Quality Control
This course introduces the student to the physical and chemical principles involved in paper testing and ink manufacture in the graphic arts field. The student will begin with an introduction to statistics and the mathematics of sampling. The principles are then illustrated by an experiment in sampling. The student will then carry out a series of experiments on a particular paper sample. A final report on the paper is submitted and similar tests are conducted for the ink portion of the course. Emphasis is placed on correct laboratory procedure and careful planning of work priorities. Field trips to appropriate industrial settings are also arranged as time and availability permit.

SC232 Quality Control
See SC231

SC311 Engineering Science IV
This course includes the following topics: curvilinear motion; momentum, energy and power; friction; mechanical vibrations; dynamics of motion.

SC321 Engineering Science V
This course includes the topics: combined stresses; Mohr circle for stress; analysis of thick-walled cylinders; deflection of beams by the double integration method; Macaulay's method; continuous beams and the three-moment equation; strain energy and dynamic loads.

SC504 Basic Electronics
This course teaches the theory of vacuum tubes (high vacuum and gas filled), circuit analysis, semi-conductor theory and applications, transistor fundamentals and circuits, amplifiers, oscillators and photo detectors. The student will conduct installations and simple repairs of electronic equipment.

SC530 Science
This course is designed to give the student an introduction to basic general science and to develop and understanding of simple scientific principles. It includes chemistry, biology, mechanics, heat, electricity and light.

SC552 Power Plant Applied Science
This course establishes the foundation in mathematical skills needed for the student to understand the use of formulas, area, volume, heat, the temperature principles of thermodynamics, and steam tables and the calculation of heat transfer.

SCR530 Stock Control and Receiving
In this course the hospitality student learns about the storage requirements and receiving techniques of a variety of common bakery ingredients.

SEC111 Security and Safety
This course provides a basic knowledge of key control systems, identifying and correcting hazardous situations, relationships required with municipal and provincial authorities and Landlord and Tenant Act considerations.

SERV103 Food and Beverage Service I
Food and beverage service is fundamental to any hospitality operation and a significant revenue source. In this course, the student will learn and demonstrate basic service skills, and the self-discipline and attention to personal appearance that is critical to success in this industry.

SERV113 Food and Beverage Service II
This course is a continuation of SERV103. The student learns and demonstrates dining room skills. The professional standards required in the industry are fine tuned. The student will also learn how to do tableside work.
Prerequisite: SERV103 (Food and Beverage Service)

SERV206 Convention and Banquet Service
This course provides the student with insight into the operation of the Convention, Conference and Banquet department of hotel or foodservice organization. Students will learn how managers at these departments plan for specific functions.

SERV207 Advanced Food and Beverage Services
Those involved in managing food and beverage operations must understand the basics of service in order to hire, train and supervise service staff, and to perform service as a manager "on the floor." In this course the student will learn to take full responsibility for the positions of dining room captain, banquet head or head of the dining room. The student will approach food and beverage service from a manager's perspective.
Prerequisites: SERV103, SERV113.

SERV400 Italian À La Carte Kitchen and Dining Room Service
During the final block of the semester, students demonstrate the newly acquired knowledge of Italian cuisine by developing special menus featuring Italian cuisine and wines for the College dining room.

SERV576 Dining Room Organization I
In this course, the student learns the fundamentals of dining room operation, the basic elements of service, the rules of front of the house staff and how to market in the dining room.

SERV577 Basic Dining Room Service
This course prepares the student to properly set up and service a formal dining room. Through supervised performance in an actual dining room, the student will apply the basic elements of service, and demonstrate the self-discipline and attention to personal appearance that are critical to success in this industry.

SERV586 Dining Room Organization II
In this course, the student explores the workings of a dining room from a supervisory perspective. The student learns to respond as a manager to what develop presents itself in the dining room, and includes how to perform tableside preparation.

SERV587 Dining Room Service II
In this course, the student will improve service skills to the professional standards of a high quality dining room. The student will also learn to perform the leadership role and tableside function of a dining room host, a bartender and a service captain. Prerequisite: SERV577

SERV156 Sewing Laboratory-Advanced
This course continues the development of industrial sewing skills. The student will make use of available knowledge using specialized equipment in the construction of a pre-cut swim suit, stylized swim suit and leather skirt.

SEW562 Sewing Machine Operation I
This course will introduce the student to the industrial sewing equipment used in all the sewing programs in the Creative Fashion Department. The student will apply these new sewing skills to the construction of several practice exercises and a variety of samples, including pockets, yokes, collars, sleeves and hem finishes.

SEW563 Sewing Machine Operation II
In this course, the student will continue to learn how to make samples relating to the construction of the project. The student will also learn how to assemble a pre-cut blouse and two stylized blouses using the same industrial machinery as used in SEW562. The course encourages the student to develop the necessary speed and accuracy required in a professional environment.

SGL100 Student Government Leadership
An elective (without class time) that encourages Community Worker students to involve themselves in the various governing and political structures of George Brown College.

SGL101
See SGL100

SH104 Shorthand Theory
This course enables the student to acquire and develop the skill of recording spoken English using Pariner shorthand strokes, symbols and characters.

SH20B Shorthand, Dictation and Transcription
This course will concentrate on the skills required to record spoken English at a minimum shorthand speed of 60 words per minute over a three-minute period using Portner shorthand and to transcribe the shorthand notes with 95% accuracy.

SHM102 Machine Shorthand Theory
This course will enable the student to develop the posture and fingering necessary to develop the skills required to write clear, concise, accurate outlines on the Stenograph machine, and to read and transcribe machine shorthand notes.

SHM202 Shorthand Speed Development III
This course will concentrate on the skills required to develop a minimum machine shorthand speed of 140 words per minute on two-voice testimony, jury charge and literacy material.

SHM300 Shorthand Speed Development IV
This course will concentrate on the skills required to develop a minimum machine shorthand speed of 160 words per minute on two-voice testimony and jury charge.

SHOW201 Showcard Writing
This course presents those techniques, methods and materials used in a professional showcard studio. The student uses typefaces chosen for their ease and speed of execution. The specialized function of the showcard in advertising by theatres, retail stores, conventions and the hospitality industry is studied. Special emphasis is put on display lettering and special effects such as animation. The latter part of the course includes the study of calligraphy and manuscript writing for diplomas and certificates.

SIGN101 Signwriting
The student develops skills with pencil and lettering brush. The essential typefaces are studied, as well as the various materials used in the sign industry. Projects are mainly point-of-purchase signs such as paper banners and posters.

SIGN201 Signwriting
The student integrates lettering and graphic symbols produced by various methods in the production of signs. The student selects from and combines such methods as hand-lettering, pressure sensitive materials, masking-out-spray, screen printing, computerized and engraving equipment and manufactured or hand-lettered wood, plastic and aluminum letters.

SIGN545 Lettering
This course continues the hand-down method of lettering and introduces lettering with the showcard brush. The emphasis is on typography, the selection of proper typefaces and the imaginative use of colour.

SIGN546 Foundation Art
The student is taught a schematic method for the conventional representation of three dimensions on a flat surface. The course consists of drawing such simple geometric solids as cubes, spheres, cylinders and cones, developing complex forms by combining the basic forms, applying one, two and three point perspective to geometric forms and modelling in light and shade. This course is preparatory to ART201 and ART210.

SIGN547 Design and Colour
This course develops basic layout ideas into more complicated designs. The student studies the relationship between trademarks, logos and blocks of copy and the sign, showcard or poster format. The student practices this by designing layouts for various projects using both formal and informal layouts. Emphasis is placed on developing the student's ability to design unified layouts with proper stress on specific parts of the copy. The student studies colour by making various colour value scales and colour wheels, and by practising colour mixing and creating colour schemes for projects.

SIGN549 Signwriting
This course develops basic skills with pencil and lettering brush. Essential typefaces are studied and the student learns to draw correctly formed and proportioned Gothic (block), Helvetica, Slash, Script and Roman. Practice work with a pencil alternates on a regular basis with developing skill in using the quill and maulstick. Projects incorporate the simple (basic) layout ideas studied in SIGN547.

SIGN550 Lettering
This course develops lettering skills. The projects are specifically designed to develop the student's ability and confidence, on layout, free-hand lettering depends. The quill and hand-down methods are used so that this course and SIGN549 complement each other. Lettering with paper assists the student to develop lettering skills and to learn to solve spacing problems and weight distribution. There is emphasis on typography as well as an introduction of basic layout.

SIGN551 Screen Printing
This course introduces students to the theory and practice of screen printing in the sign industry. Handcut stencil systems and the practice of techniques involved in these systems form the main part of the basic course. The student receives hands-on experience constructing screens and printing simple one-colour prints.

SIGN553 Signwriting
This course familiarizes the student with some of the various materials used in the sign industry. The emphasis is on developing the student's lettering ability. The projects are mainly point-of-purchase signs such as paper banners and posters. Materials such as hardboard and plywood, which the student learns to prepare for lettering, are introduced in the latter part of the program.

SIGN554 Screen Printing
This course continues practice of knife-cut stencil techniques. The student becomes familiar with the basic tools and materials used and studies layout and registering systems for multi-colour printing. Practical experience screening close tolerance multi-colour signs forms the main part of the course.

SMM500 Sewing Fundamentals
This course includes an analysis of stitch formation and the characteristics, purpose and functions of various types of interlooping techniques used in the production of stitches. Chain stitches, lockstitches, bar tacks, button and button hold stitches, multiple and variegated stitch types are studied and numbered for identification.

SMM501 Sewing Laboratory
This course provides instruction in the use and control of industrial sewing machines and related equipment. The performance characteristics of basic commercial equipment, maintenance requirements and the skills required to operate such equipment efficiently are included. The student will actually operate single and specialized machines.

SMM502 Drive Unit
This course teaches the examination and disassembly of motors. It includes the terminology, functions and properties of components, wiring, connecting and reassembly. Simple repair procedures and maintenance requirements are also taught. The student will practice on apparel machinery and their motors in use in the apparel industry.

SMM503 Basic Lockstitch I
The student will practise disassembling, assembling and repair of simpler types of horizontal axis lockstitch sewing machines currently in use in the apparel industry.

SMM504 Garment Structure
Using modern industrial sewing machines, the student will practice seam formation in assembling components of many types of textile materials. The stitch formation process, the necessary industrial equipment and the effect of such seams on various types of textiles such as woven, knit, synthetic, natural, rigid and elastic will be learned.

SMM505 Fabrics, Needles, Thread
The student will deal with a wide variety of needles used with high-speed sewing machines in designing needle-related stitching problems. Various shank types, butt sizes, thread groove, point types, eyes and needle points will be used and their effect on thread, fabric and efficiency learned.

SMM509 Practical Applications
This course is designed to provide the student with a hands-on simulation of a factory setting. During a set period each week, the student is assigned the responsibility of a classroom laboratory containing industrial sewing machines on which they are required to carry out preventative maintenance and some minor repairs, with minimum supervision.

SMM510B Basic Lockstitch II
The student will learn stripping down, reassembly and repair of the more difficult types of lockstitch machines with the emphasis on vertical axis equipment.

SMM511B Basic Chainstitch
Working on similar chainstitch machines, students strip down, disassemble, repair and reassemble such equipment. Machine procedures are carried out on equipment in actual use and adjustments are practised to provide optimum operating efficiency.

SMM512B Overedge Equipment
The student will work on the basic three-thread overedge machine, disassembling the machine and evaluating the condition of the basic components. Next the student will proceed to reassemble the machine and carry out the appropriate settings. The student will also be able to differentiate between the variety of fittings most suitable for the type of work being performed.

SMM513B Blindstitch Machines
The student will work with a variety of different makes of blindstitch machines used in the sewn products industry. Maintenance procedures will be carried out on the equipment in actual use and adjustments will be practised to provide optimum operating efficiency.

SMM514B Bar Tack Machines
This course teaches analysis and evaluation of bar tack machines, including operating characteristics, construction, disassembly, assembly, repairs, maintenance and related functions. Conversion of bar tack machines to perform specialized tacking functions is practised.

SMM516A Preventative Machine Maintenance
Using lecture-video presentation and practical demonstrations, the student will be instructed on methods and techniques used to carry out basic preventative maintenance on sewing and related equipment.

SMM517A Electronic Sewing Equipment
The student will separate the components that make up a programmable sewing machine, involving the removal of the control box and synchronizer from the machine. Once these components have been removed and evaluated as to their condition, the student will then proceed to install the control box, motor and synchronizer as outlined in their manual and confirm that all the settings are correct.

SOC106 Introductory Sociology
This course examines how behaviour of the individual is influenced by the social groupings to which she/he belongs. The course is designed to develop an appreciation of the influences of key groups such as family, cultural groups, gender and formal organizations.

SOC126 Political Sociology
This course is designed for the student who wants to gain an overview of Canada's political system and a better understanding of current social and political issues. The course combines a variety of teaching approaches, including seminar discussion and debate, to familiarize students with the political process in Canada and to develop skills for analyzing political events and contemporary issues.

SOC172 Introduction to Sociology
This course will identify the basic perspectives of sociology. Students will examine these perspectives as they relate to the various aspects of Canadian society.

SOC204 Sociology of Women
This course explores and critically evaluates some of the major issues of the women's movement both past and present. The historical dimension of women's struggle for emancipation will be examined. Philosophical perspectives and cultural traditions will be evaluated in order to determine what effect they have had on women's self understanding as well as on their role in society.

SOC206 Sociology of Women
See SOC204

SOC240 Sociology
This course introduces the student to the language and practice of sociology. The course examines basic concepts, research and theories in sociology and uses them to explore our everyday life experiences and their relation to the cultural communities and social institutions that make up the wider Canadian society. Topics include the sociological perspective, culture, social actor, organizations, poverty, wealth and stratification, gender relations, family and deviance.

SOC242 Sociology II: Social Inquiry
This course is offered to students who have completed a one-semester course in sociology. The student will gain a more extensive understanding of contemporary theoretical approaches and their use in analyzing everyday social interactions and the changing institutional structures that make up modern society. Topics include sociological inquiry, mass media, Canadian politics and the state, work and occupations, social control and social movements.
Prerequisite: SOC101), SOC240), SOC240 or equivalent

SP201 Advanced Screen Printing
This course studies the compatibility of stencil systems, types of ink and substrates. Students print on a variety of materials, including wood, glass, plastics, pressure sensitive materials and textiles. Projects are assigned which are typical of screen printed work done in the sign industry. Photo-stencil techniques are introduced. The student prepares positives with rubylith film, ink drawings on acetate and transfer lettering. The course includes instructions in the use of a process camera and in development of high contrast film.

SPS26 Basic Mechanical Layout and Typography
This course explores the basic fundamentals of colour theory, mechanical and creative layout, design, and typography essential to effective graphic communication by screen process reproduction. The student is trained to execute mechanical layout as well as basic colour mixing, while exploring the theory behind effective creative layout and mechanical artwork.

SPS27 Photomechanical Reproduction
This course covers photomechanical stencil systems and processing. darkroom procedures, process camera operation, film processing and development. The student is trained to select an appropriate photostencil, execute processing, and perform exposure tests to establish a procedure for handling and processing system to attain optimum reproductive results. The student is also trained to operate a process camera, calculate size and exposure time, and to process and develop line film to the appropriate density and sharpness. Training is provided in contact film conversion for printing and production of line graphics and halftone film positives. Students also explore the theory behind photomechanical colour separation.

SPS28 Basic Stencil Film Imposition
This course covers the functions of the screen frame, fabric, stencil, job planning, manual film cutting, screen frame assembly, fabric stretching and multiple mechanical layout for both single and multicolour reproduction. The student is trained to plan and execute mechanical layout, placing all necessary reference and registration marks in position, as well as incorporating colour traps and bleeds in manual film stencil cutting. The student is also trained to assemble wood frames to specification, attach fabric to frame, measure fabric tension, and handle the manual application of the stencil to the stretched fabric.

SPS29 Basic Manual and Mechanized Press Operation and Production
This course covers hand press set-up procedure, the functions of a printing press and its components, printing, ink coating blades and printing the manually cut indirect stencil. The student is trained to match colour and mix ink with the appropriate solvents to its proper viscosity and to operate, adjust, and select the proper printing squeegee blade. The student is also trained in the techniques of manual printing, wash-up and screen reclaiming.

SPS30 Advanced Manual and Mechanized Press Operation and Production
This course will prepare the student to execute press set-up and production run with minimum instructor assistance. The student is trained to supervise and control a production run for both job specifications and quality. The student also receives extensive training in ink and substrate compatibility and testing and proofing techniques.

SPS31 Advanced Film Imposition
This course covers stripping and assembly of final film positives. The student is trained to evaluate mechanical artwork, understand colour breakdown and establish a predetermined procedure for the complete processing and final assembly of film positives for multi-colour production. The student will also be trained in the use and selection of screened mechanical prints and their respective percentages, close cropping and film retouching. The student will plan and develop mechanical layouts for both single and double-sided printing applications, establishing proper production handling to maintain correct back-up of the graphics or design to be reproduced.

SPS32 Intermediate Manual, Mechanized and Photomechanical Processing
This course will prepare the student to operate a semi-automatic press with instructor assistance. The student is trained to execute a press set-up and production run employing quality control and problem-solving techniques, to evaluate and process photomechanical direct and indirect stencil systems employing exposure calibration and proofing techniques and wash-up and reclaiming procedures.

SPEC300 Specifications 1
This course introduces the student to the basics of architectural business practice. Areas of investigation include typical project phases from client contract through to construction bid solicitation. Division O, Bidding Information, is explored in detail.

SPEC301 Specifications 2
In this course the student achieves a thorough working knowledge of building specifications, including their format, contents, language, compilation and assembly.

SPMK400 Applications in Sport Marketing
This course integrates modern marketing theory with the sports industry. This includes marketing sports products and services and the use of sport and sport-related activities to market consumer and industrial products. Topics include: overview of the sports industry, characteristics of sports marketing and sports products, product extension programs, the sports marketing mocra and micra environment, elements and coordination of the sports market, public and media relations, sponsorships and event marketing/management, and professional presentations and selling.

SPMK401 Sport and Society
This course examines the role of organized sport in the community and its influence on our culture. Topics include: history of sport and physical education, infrastructure of sport in Canada and abroad, Canada's relationships and affiliations with international sport governing bodies, operation of sport organizations both amateur and professional and trends and issues in contemporary sport.

SPMK402 Sports Marketing Management
This course provides a review of concepts, procedures and techniques pertaining to marketing management in general and introduces aspects which apply specifically to the field of sports marketing and event management. Topics include: research, promotion, distribution, selling, use of media, marketing programs for special needs groups, and the development, implementation and evaluation of integrated sports marketing programs.

SPMK404 Sports Event Planning and Management I
The student must secure College-approved employment with an organization/firm (min. 300 hours) for hands-on experience in management of a sport product or event. Where possible guest speakers will discuss topics including: development and presentation of sports events proposals, control system for sports events, identifying and rectifying hazardous situations, relationships with municipal and provincial authorities and other regulatory bodies, insurance and product liability issues. Graduation requirements include presenting a workshop based on co-op work experience and submitting periodic reports.

SPMK405 Microcamputer Applications for Sports Marketing
In this course the student is introduced to the use of microcomputers and popular software packages. A variety of software products including spreadsheet, database, and wordprocessor are used. Exercises and assignments are designed to develop the skills required both in the program and on the job.

SPMK410 Applied Presentation and Selling Skills for Sports Marketing
This course employs a modular approach to dealing with specific interpersonal challenges faced by sports marketers and develop confidence for effective interpersonal and communication skills. Topics include: communication theory and relationship management, preparing and delivering informative and promotional presentations, negotiating tactics and professional selling skills. The student is required to prepare and deliver a series of videotape presentations based on a sports product or event.

SPMK411 Media Applications in Sport
This course examines operations associated with both electronic broadcast media and print media. It acquaints the student with practical and technical aspects of producing and marketing a sport broadcast as well as managing effective relations with media organizations. Topics include: financing a sport broadcast, network and independent broadcast productions, technical and support functions for a broadcast, marketing issues and strategies for a sport broadcast, print media facilities and management strategies.

SPMK412 Licensing and Merchandising Sport Products
The student examines merchandising issues and strategies for sport products, including the rapidly growing area of licensing sport products. Topics include: consumer behaviour, product mix, depth and season, merchandise presentation, customer service strategies and tactics, cooperative advertising and promotion, licensing opportunities and how to negotiate licensing agreements.

SPMK414 Sports Event Planning and Management II
This course builds on the field experience acquired in SPMK404 and follows the same workshop and reporting format. It provides a vehicle for applying the concepts and practices introduced throughout the program. The student may consult with the organization or the firm they worked with in the first semester or seek employment elsewhere, subject to approval of the College. A minimum of 300 hours (confirmed by the host organization) is required to graduate from the program.

SPMK416 Financial Management for Sports Marketing
Topics include: financial statement analysis, planning and forecasting, leverage and break-even analysis, management of working capital, capital budgeting, financing sources, staffing and the management of liability and risk.

STAT102 Power Plant Applied Science I
This course lays the foundation in mathematical skills needed for the student to understand and apply formulas, and calculate area, volume, and heat temperature. Also studied are principles of thermodynamics, and steam tables and the calculation of heat transfer.

STAT104 Power Plant Heating, Refrigeration, and Air Conditioning
This course introduces the student to compression of various gases along with the various types of compressors. Included is the refrigeration cycle, classes of refrigerants, heating and air conditioning, and the safe operation and control of various systems.

STAT105 Power Plant Instrumentation and Control I
This course introduces the student to the various flow, pressure and temperatures encountered in power plant operation and the instrumentation used to measure the various parameters.

STAT106 Power Plant Boilers and Auxiliaries
This course introduces the student to the various Acts and Regulations which govern the safe and efficient operation of a steam power plant. The student will learn the various construction details of each piece of equipment which is encountered in the design of a steam power plant.

STAT107 Power Plant Lubrication and Internal Combustion Engines
This course introduces the student to various internal combustion engines, and the construction of various engines and their operation and maintenance requirements, including lubrication and fuels.

STAT109 Power Plant Chemistry
This course is an introduction to basic chemistry required to obtain an understanding of the various fuels and their methods of combustion, along with the chemistry and theory of water treatment and control.

STAT110 Power Plant Chemistry II
In this course the student will calculate the theoretical air supply for combustion used with different fuels and study the control of combustion air supply and flue gas analysis. Types of water conditioning systems along with sampling and methods of water treatment will also be studied.

STAT112 Power Plant Operation-Phase I
This course constitutes a practical laboratory that introduces the student to the basic operation of a steam power plant. The student will become familiar with the safe operation of equipment and how it is interfaced to operate as an integral steam power plant.

STAT113 Power Plant Maintenance-Phase I
This course constitutes a practical shop setting that teaches the student shop safety and the safe operation of shop tools in the maintenance shop. Also included is the identification of shop tools, pipe, pipe fittings, and repairs to various high pressure valves.

STAT114 Integrated Computer Control Systems I
This course teaches the basics of computer operation, the operation of the personal computer along with its industrial application. Also studied are resetting and loading operational programs and methods of operational scanning.

STAT122 Power Plant Operation-Phase II
This course constitutes a practical laboratory where the student will develop operational and operational skills by operating and testing all safety devices and conducting water and combustion analysis along with computer supervisory Total Distribution Control.

STAT123 Power Plant Maintenance-Phase II
This course constitutes a practical shop setting where the student will learn maintenance skills in pump, steam trap, steam turbine repair and gasket installation. Also, the student will develop skills in welding and flame cutting.

STAT129 Power Plant Electricity
This course offers a broad introduction to electricity. The student will study the safety aspects of electricity, the generation of electricity, and the types of electrical wires. Also studied will be series, parallel and combination circuits. The student will carry out actual wiring and testing of electrical circuits and electrical wiring diagrams will be studied.

STAT201 Power Plant Supervision and Management
This course introduces the student to power plant management skills, power plant project installation charts, types of records, and legal requirement. Also studied are Health and Safety Acts, work orders, maintenance requests, preventative maintenance, and budget development guidelines.

STAT202 Power Plant Applied Science II
This course is designed to enable the student to understand algebraic expressions, force and motion, potential and kinetic energy, and expansion and compression of gases and solids. Also studied are techniques and instrumentation used to measure heat and heat used.

STAT204 Power Plant Heating, Refrigeration and Air Conditioning
This course introduces the student to the theoretical operation of steam and hot water systems, air conditioning systems, and classification of refrigeration systems. Also studied are safety regulations and auxiliary equipment and system maintenance.

STAT205 Power Plant Boilers and Auxiliaries
This course will concentrate on construction and operation of large power plant installations, classification of plants, components of large steam generators, pumps and piping systems and chemical cleaning of boiler components.

STAT206 Power Plant Prime Movers
This course will introduce the student to steam and gas turbine fundamentals along with internal combustion engine operation and maintenance. Also studied are turbine classification, turbine parts, principle of operation of turbines, and internal combustion engines and auxiliaries.

STAT207 Power Plant Instrumentation and Control II
This course introduces the student to various types of flow measuring devices, such as pitot tube, velocity meters, and single, two and three element level measuring devices. The importance of temperature measurement and control of superheater, reheater and desuperheaters are also introduced.

STAT208 Power Plant In-Plant Training
This course continues the development of skills introduced in the program to allow the student to participate in On Job Training. The student will spend two months in industry in a registered steam plant where the student will become part of the operational and maintenance team.

STAT210 Power Plant Design and Operation Phase I
This course constitutes a practical power plant laboratory. The student will be accountable for the safe operation of all power plant laboratory equipment. Also covered will be plant inspection and the use of calculation to determine safe working pressures, pipe calculations, and steam and equipment efficiencies.

STAT211 Power Plant Maintenance Phase III
This course allows the student to use the acquired shop maintenance skills to be used in maintaining the power plant laboratory equipment. The student will take part in rebuilding or repairing a shop or laboratory project.

STAT212 Power Plant Integrated Computer Control Systems IV
This course includes: network system driver set-up; interface language; designing spreadsheets, logsheets and shift schedules; inventory control; estimating and cost recovery using project management application software; process remodelling; off line process modelling and analysis using software interface.

STAT214 Integrated Computer Control Systems III
The student will learn the technique of industrial computer operation by changing setpoints, and changing from remote to manual control. Also, the student will carry out assignments and design models from the laboratory performance objectives using the interface system and application software.

STAT220 Power Plant Design and Operation-Phase II
This course constitutes a practical laboratory where the student develops operational and management skills required to operate the power plant equipment for maximum efficiency. The student performs calculations on water and fuel used, and tests safety devices and supervises plant operations.

STAT222 Power Plant Communications
The student will learn the techniques involved in writing approaches, sentence structure, and style; effective writing, planning the report, report format and report writing; specification sheets; employment applications; assessment reports and effective resume writing.

STAT224 Integrated Computer Control Systems IV
In this course the student will use the skills developed in steam plant operation to design operation log reports, inventory and cost control, logsheets and shift schedules; also process remodelling using computer simulation.

STAT549 Power Plant Laboratory
This course constitutes a practical laboratory that introduces the student to develop practical operational skills. The student will operate and test safety devices and conduct water and combustion analysis along with computer supervisory Total Distribution Control.

STAT555 Power Plant Mechanical Maintenance
This course is an introduction to basic chemistry which is required in order to have an understanding of the concepts of the various fuels, their methods of combustion, and the chemistry and theory of water treatment and control.

STAT556 Power Plant Boilers and Auxiliaries
This course introduces the student to the various acts and regulations which govern the safe and efficient operation of a steam power plant. The student will learn the various construction details of each piece of equipment which is encountered in the design of a steam power plant.

STAT557 Power Plant Heating, Refrigeration and Air Conditioning
This course introduces the student to compression of various gases along with the different types of compressors used. Included is the refrigeration cycle, classes of refrigerants, heating and air conditioning, and the safe operation and control of various systems.

STAT558 Power Plant Instrumentation I
This course introduces the student to the various flow, pressure and temperatures encountered in power plant operation and the instrumentation used to measure the various parameters.

STAT559 Power Plant Lubrication and Internal Combustion Engines
This course introduces the student to various internal combustion engines, the construction of various engines, and their operation and maintenance requirements, including lubrication and fuels.

STAT560 Power Plant Chemistry II
In this course the student will calculate theoretical air supply for combustion used with different fuels; control of combustion air supply and flue gas analysis; and the types of water conditioning systems along with sampling and methods of water treatment.

STAT561 Power Plant Integrated Computer Control Systems
This course teaches the basics of computer operation; the operation of the personal computer along with industrial applications; resetting and loading operational programs; methods of operational scanning; and industrial automated control systems used in steam power plant operation.

SURG203 Local Anaesthesia and Soft Tissue
This theoretical course is offered in semester IV of the Chiropody program. The course content focuses on local anaesthesia, the nervous system and nail surgery.

SURG305 Medicine and Surgery
This course is designed to develop the students' understanding of the relationship and implications of specialized medical practice on chiropody.

SURV102 Quantity Surveying I
This course is an introduction to quantity surveying. Students will develop the preliminary skills required to prepare a Bill of quantities.

SURV110 Surveying
This is an elementary course in surveying, including the fundamentals of plane surveying and the use and care of equipment.

TECH201 Management Techniques
In this course, the student applies the accounting, cost control, financial management information and skills learned to date. Through computerized simulation, the student uses financial data to make managerial decisions, and thus can see the consequences of those decisions.
Prerequisites: ACC103, ACC104, EDP105.

TECH302 Case Presentations of Clinical Processes
This course represents the focus of establishing an integrated curriculum by giving students experiences in presenting how they have related and incorporated scientific rationale into practical applications as applied to patient care in Denture Therapy.

TECH402 Supervisory Techniques
In this course, the student will come to understand the role of the load service supervisor in the organizational structure. The principles of human relations and the application of management tools are discussed.

THEA100 Acting I
The course covers: carefully graded improvisational exercises designed to liberate the student from self-conscious fears and pretence; story telling and basic introduction to text analysis.

THEA101 Acting II
The course covers: beginning scene study; introduction to Shakespeare; neutral mask (releasing imaginative impulses, etc.); poetry; and vocal masque (exploring the individual entertainment potential of each student working independently under supervision to create a solo presentation).

THEA102 Dance I
The course covers a practical study of the five basic elements of dance; co-ordination, motivation, animation, suspension and relaxation.

THEA103 Movement I
The course covers the dynamics of physical co-ordination as related to the theatre; development of free, imaginative expressivity, stamina, and control; phrasing, dynamic, intent. The course is continued in THEA123, 223, and 243.

THEA104 Voice and Speech
This course covers freeing the natural, individual vocal tone through correct breathing, placement and use of resonators. The course continues with a detailed study of the shaping of individual speech sounds through the use of the International Phonetic Alphabet and the establishment of natural received standard North American speech free of defects and regionalisms.

THEA106 Vocal Music I
This course introduces basic music theory and sight reading and beginning choral singing. This course continues in THEA113.

THEA107 Voice I
Students learn to free their natural, correct, individual vocal tone through correct breathing, placement, and use of resonators.

THEA108 Costume History
The course will provide a working knowledge and practical understanding of clothing and attire from primitive man ca. 4000 B.C. to the present.

THEA112 Speech I
A detailed study of the shaping of individual speech sounds through the use of the International Phonetic Alphabet and the establishment of natural received North American speech free of defects and regionalism.

THEA113 Vocal Music II
This course continues THEA106.

THEA115 Dance II
The course covers a variety of styles and techniques related to the needs of the actor-dancer. Continued in THEA203.

THEA117 Theatre History I
The course covers a study of the principal currents and eras in (mainly) Western theatre and drama, from ancient Athens to the present.

THEA118 Stage Combat I
This course introduces basic principles of simulating stage violence. The course emphasises co-ordination, control and safety, hand-to-hand combat and use of quarterstaff.

THEA119 Group Improvisation
The course covers stimulation and response to impulse; awareness, sensitivity, trust; opening up and sharing of individual creativity, passing on the focus; ensemble.

THEA121 Contact Improvisation
The course covers combining skills developed in other classes in imaginative and daring ways; invention and responsive generosity in both physical and vocal interaction.

THEA122 Voice II
This course develops flexibility, range, and power in the student's voice.

THEA124 Speech II
This speech course begins dialectology.

THEA200 Acting III
The course covers: naturalism (intensive scene study concentrating on naturalistic technique and styles in material drawn from the modern and contemporary repertoire).

THEA202 TV and Film Technique
The course introduces the medium of screen performance (acting, announcing, interviewing, etc) and covers the basic principles of television production. A tape is made of each student's achievement at the end of the course.

THEA205 Radio Techniques
The course covers basic microphone techniques and explores all areas of radio performance. A tape is made at each student's achievement at the end of the course.

THEA207 Professionalism I
The course covers the fundamentals of conducting a professional career: self-employed status, income tax, promotion; the business of theatre; monologue preparation and coaching; selection and presentation of appropriate material; audition technique.

THEA208 Acting IV
The course will cover: period study (an intensive exploration into heightened characterization and style combining historical research into a chosen period); dowming; character mask (developing the imaginative capacity for transformation through use of half-masks); and vocal masque (see THEA101).

THEA209 Professionalism II
The course continues THEA207, covering professional associations and unions and work etiquette. The student will hold a mock audition with professional feedback.

THEA212 Dance IV
The course covers requirements of music theatre, tap and jazz.

THEA216 Vocal Music III
This course continues THEA113, with emphasis on scene work in connection with THEA220.

THEA217 Theatre History II
See THEA117

THEA218 Stage Combat II
The course covers sword work of various types and fight choreography. The instructor is available for further coaching and choreography as needed throughout the later states of the program.

THEA219 Makeup
The course introduces basic principles of stage make-up; materials, techniques; character analysis; design, bone structure, stage lighting; make up for the media; application of latex, prosthetics, wigs, beads; stage gore; trans-sexual and trans-racial make-up.

THEA220 Children's Play Performance
Student will participate in a fully produced play presented to children. This will be the student's first experience of performing to an audience other than faculty or colleagues within the school.

THEA226 Vocal Music IV
This course covers solo coaching and choice of repertoire and emphasises work currently under study, as in THEA208.

THEA300 Acting V
The course covers: Commedia dell'arte (an intense exploration to the techniques of the Italian improvisational comedy); and vocal masque (an extended solo exercise amounting to a one-man or one-woman show).

THEA301 Showcase Performance I
The third year is largely a performance year given over to the preparation and presentation of fully staged Main Stage productions in different venues throughout the city.

THEA303 Movement V
The course covers extending range through connection with inner rhythms, instincts and emotions. Continued in THEA323.

THEA304 Dance V
This course covers rehearsal process and audition techniques.

THEA306 Vocal Music V
The course consolidates basic singing techniques, extended range, and fundamentals of good musicianship.

THEA310 Showcase Performance II
See THEA301. There will be at least six productions throughout the year, often in groups of three presented in repertoire.

THEA314 Dance VI
This course covers rigorous drills to increase stamina and the capacity for endurance; development of physical co-ordination and naturalness.

THEA316 Vocal Music VI
This course focuses on individual and group coaching with emphasis on material used in THEA301, 310, and on the preparation of auditions.

TRP301 Technical Report
The technical report in the third year is required as partial fulfilment at the Printing Technology diploma. The report will demonstrate a definite measure of originality in a chosen technical area and may be presented as a state-of-the-art essay.

TTP501 Academic Technical Curriculum
This course covers general mathematics, including fractions, decimals, per cent, ratio and proportion, algebraic formulae and applied geometry; measurement, including use of rulers, gauges, calipers, micrometers and vernier; blueprint reading; computer applications, including an introduction to BASIC programming. The student is introduced to job search strategies, resume writing, interview techniques and assertiveness training.

TTP502 Trades/Technical Curriculum
The student is introduced to the use of a wide variety of hand and power tools; construction components and methods, including turning, finishing, basic cabinet making, demolition, studding, drywall; metal work, such as drilling, tapping, cutting, milling, sheet metal layout; electricity; plumbing fundamentals, such as installation of sink and toilet; and health and safety, including use of ladders and scaffolds, safe lifting and carrying techniques and WHMIS.

TYPO102 Lettering and Typography I
This course teaches the skills of lettering and typography simultaneously. Through lectures, demonstrations, readings and projects, it provides an intense introduction to lettering and typographical skills, with emphasis placed on those skills used in the fields of graphic design and advertising.

TYPO112 Lettering and Typography II
See TYPO102

URB100/110 Urban Studies-Social Housing Management
This course acquaints the student with the origins of urban planning, the Planning Act in Ontario land use, zoning and re-zoning by-laws, housing policy in Canada, Co-op and Municipal non-profit housing and management, and the structure of metropolitan and urban development.

URB300 Urban Planning
This introductory course familiarizes the student with basic planning theory and processes, with particular emphasis on the interrelationships of various tiers of Government and elements of urban infrastructure.

VIN201 **Wines**
In this course, the student learns the fundamentals of wines from around the world-how they are produced, stored and served. In addition, the student studies marc and brandy. This course fulfils the requirements at the Wine Council of Ontario certificate.

VIN400 **Italian Wines**
A specialized wine appreciation course is offered throughout the program featuring Italian wines. The wines are tought in conjunction with the study of regional foods with emphasis on the utilization of wine in the Italian kitchen.

VIN576 **Wines**
See VIN201

WC400 Workers' Compensation Adjudication Theory I
This course will provide the student with a global understanding of the scope and structure of WCB program delivery. The student will address the historical development of the Workers' Compensation Act and examine the role of the Workers' Compensation legislation within the context of social benefit programs available in Canada.

WC402 **Legal Implications of the Workers' Compensation Adjudication**
This course examines the legal and legislative context in which the Workers' Compensation Act is administered. The student will develop an understanding of key concepts in administrative law and the purpose and techniques of advocacy, and identify principles underlying adjudicative decision making, as well as such legal issues as confidentiality, ethics, and freedom of information.

WC403 Workers' Compensation Adjudication Theory II
This course provides the student with an understanding at the different aspects of adjudication, including the application of policy in adjudication, the steps required in knowledgeable decision making and the need for effective research skills in entitlement, benefits, permanent disability awards and vocational rehabilitation services.

WC405 **Workers' Compensation Overview**
This course examines key areas outside the realm of adjudication but integral to the compensation system in Ontario. Through panel discussions and presentations, the student will have acquired knowledge of compensation system funding and financing, the appeal process, occupational health and safety and vocational rehabilitation programs.

WC406 **Clinical Extension**
This three-week clinical extension course at the end of the second semester provides the student with an intensive clinical component at directed educational practice in workers' compensation case administration.

WELD515 **Welding**
This course will introduce the student to the basics of oxy-acetylene welding. The theory portion will deal with the following topics: safety precautions; handling and using acetylene equipment; welding terminology; pressure; flame adjustments; and basic welding joints. Laboratory work will include completion of projects using the various types of welded joints, i.e., lap, butt, and corner.

WELD522 **Metal Cutting and Welding - Gas**
Development of working knowledge of oxy-acetylene equipment and techniques.

WELD536 **Metal Cutting and Welding - Arc**
Developming of working knowledge of standard electric arc welding equipment and techniques.

WELD540 Oxy-acetylene Welding/Brozing/Cutting
This is a practical hands-an course covering fusian and braze welding, using the oxy-acetylene flame. Steel and other types of metals are welded in all positions and all types of weld joints are used. Pipe and tubing are fusion or braze welded. Different cutting tip and torches are used to cut and fit weld joints. Welding of cast iron, resurfacing and pressure welding on small diameter pipe is practised.

WELD541 **Shielded Metal Arc Welding**
The practical subjects in this course are as follows: flat, harizontal, vertical and overhead fillet welds, groove welds in all positions, vertical down, welding of light gauge, carbon arc welding and carbon arc gauging. Different types of electrodes and power sources are used. Also included are: open root welding using cellulose and low hydrogen electrodes; practice for MCCR and CWB qualification testing of weld coupons, and preparation of welding test coupons.

WELD542 **Welding Fabrication**
Theary includes safety (general shop safety precautions; safety in handling materials and shop tools and the use of fabrication machinery) and interpretation of shop drawings, shop calculations (fractions, decimals, etc.), measurements, calculations of circumference, mean diameters, bending allowance, etc., and basic weld symbols as applied to various shop drawings. Practice includes use of hand tools, operation of fabrication machinery, preparation of plate, structural shapes of steel, and fabrication of various projects to shop drawings and specifications.

WELD543 **Gas Tungsten Arc Welding**
This portion of the course covers the welding of aluminum, stainless and hard-to-weld metals with the TIG welding process. Butt, lap, tee and corner joints in all positions are welded. Manual and remote controls are used. The use of different types of tungsten and their preparation is tought.

WELD544 **Gas Metal Arc Welding**
Practical exercises using solid and flux core wire include welding at mild steel in all positions. All types of weld joints are used; light gauge is welded in flat, horizontal and vertical position; open root on 3/8" plate is welded. Setting up equipment and trauble shoating at equipment is practised.

WELD550 **Welding Theory**
The welding theory is directly related to the practical portion at the welding course. It covers oxy-fuel welding, brazing and cutting, shielded metal arc welding, gas tungsten and gas metal arc welding, the making and storage at weld gases, safety, power sources, types of welding current, plasma arc, pulse arc, electrode classifications, welding coats, testing of operators and welds, the making of steel and other types of metals and their weldability, and metallurgy.

WOOD100 **Woodworking**
The student learns the basic skills required for using hand tools and power tools. Projects use tools and skills required in piano rebuilding to make jigs for specific jobs in the piano technician field.

WOOD200 **Woodworking**
The student is tought to read plans for making the jigs that they will construct. Again, the jigs made are for specific jobs in the piano technician field.
Prerequisite: WOOD100.

WOOD551A **Woodworking Theory**
See FURN102

WOOD552 **Woodworking Shop**
The student will learn the skills required in custom furniture and cabinetmaking and finishing in a workshop setting. The student will make shop drawings, build projects and complete exercises to learn the safe and proper use at stationary machinery (table saws, jainter, bandsaws) as well as hand tools and hand power tools.

WOOD561 **Production Management**
The student will be introduced to production management, covering production planning and control, procurement, inventory control and quality control. Supervision, plant layout and how to start a business will also be examined in detail.

WOOD562 **Woodworking Shop**
The student will learn drawing, layout, preparing cutting lists and making patterns of projects that are more complex. Fitting, assembly, clean-up and surface preparation of more complex projects will be included as will fitting of hardware and use of the router.

WORD119 **Introduction to Microcomputers and Word Processing**
This course demonstrates an understanding of key terms, concepts, and activities involved in using microcomputers. The course enables a student to access a microcomputer and use it to perform elementary word processing functions using WordPerfect.

WORD215 Word Processing III/Machine Transcription
This course enables the student to produce personalized documents, lists and envelopes by using the Merge feature; to create styles and insert them into documents; create, print and edit newspaper-style and parallel columns; create outlines, tables of contents, indexes and lists; sort and select specific files for sorting; and recall graphics into documents.

WORD220 **Legal Word Processing/Machine Transcription I**
This course enables the student to edit documents using the WordPerfect Speller, Thesaurus, block operations, and search and replace operations; enhance reports with the use of headers and footers; create macros to perform repetitive tasks; and produce personalized documents by using the merge feature.

WORD221 **Legal Word Processing/Machine Transcription II**
This course continues the development of skills introduced in WORD220 and introduces the student to the preparation of legal documents using WordPerfect.

WORD223 **Medicol Word Processing/Machine Transcription II**
This course will concentrate on the skill required to develop proficiency in medical transcription and will introduce the student to the use at WordPerfect and prerecorded topes to prepare formal, common medical reports using a variety of acceptable styles.

WORD224 Word Processing/Machine Transcription
This course will concentrate on the skills required to add forms to the printer, to maintain files on disks, to create columns at text, to create documents using standardized text, to edit documents using WordPerfect block text and search and replace operations and to use line draw and other features.

WORD300 **Word Processing**
This course acquaints the student with the basic functions of a word processor. The student is expected to achieve basic competencies on the equipment including creating and editing documents, formatting, inserting, deleting, tabulating, merging, archiving and other applications.

WORD507 **Word Processing**
This course is designed to acquaint the student with a commanly used piece at word processing software. Projects produced by the student in this module will later be used to compose pages at text in the EDC courses. The student is expected to achieve basic competencies such as creating and editing documents, enhancing documents appearance, storing and retrieving documents and formatting and installing software features such as printers, tabulation, merging and archiving.

WORD513 **Word Processing**
The student will learn to use word processing software on a microcomputer. The student will work with WordPerfect 5.1 software, and learn all basic word processing functions, including intermediate and advanced features such as merge, macros, graphics, tables, and newspaper and parallel columns.

XXXXXX **International Trade**
This course is designed to introduce the student to import and export procedures and how they may be applied to small businesses. Some of the topics covered include international marketing, sourcing foreign suppliers, local market research, import/export documentations, researching export markets and transportation.

ZZBUSXX1 **Entrepreneurship within the Large Corporation**
This course is designed to help students bridge the gap between small business management (entrepreneurship) to acting as an entrepreneur within a large business or corporation (intrapreneurship). The focus is on how to use the skills learned in the small business program and apply them within the larger business.

ZZELCT5XX **Active Circuit Analysis (Applied Math)**
The student will practice a variety at methods at component replacement, learning to solder/desolder carefully and efficiently. Surface-mount techniques will be demarstrated. Microcomputer and system fault diagnosis will be accomplished using scope, probe, logic and signature analysis and emulation and diagnostic programs.

ZZELCT5XX **Introduction to Telecommunications**
Synchranous and asynchranous protocols are discussed. Various network configurations are introduced from a block diagram approach. Emphasis is placed on simple computer-to-computer communications through a modem with its associated communications software.

ZZMARKXX1 **Marketing Your Business**
Topics include consumer and industrial market segmentation; interrelationships between consumer and company goals, environmental factors and the marketing mix; and marketing research. Students will be assessed on their ability to demonstrate an understanding at the market system and the steps require to ensure successful marketing at a product or service. This includes consumer behaviour, marketing strategy, product management, promotion and pricing.

ZZMARKXX2 **Service Marketing**
This course focuses on the marketing of a service business with particular emphasis on the marketing of a small service business. Some topics covered are market research, planning, promotion, pricing, after sales service and consumer behaviour.

ZZPROJX1 **Promote your Business**
This course will provide students with a basic understanding of the principles at advertising and promotion as applied to small businesses. Some topics covered include ad research, planning, media selection, ad creation skills, and evaluation of advertising results. Some time will also be spent on direct marketing principles.

ZZZZ **Conceptual Visualization and Production II**
This course introduces the student to the visualization and rendering at preliminary ideas and presentation art through the application at markers. The students learn the value of markers and how to use them quickly and effectively.

ZZZZ **Conceptual Visualization and Production I**
This course introduces the student to the proper use at the technical tools at the graphic designer. Through a series at exercises and projects it develops precision and accuracy in preparation for reproduction.

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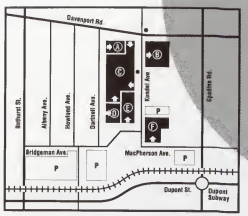
MAP

CAMPUSES

Casa Loma (CL)

George Brawn's largest campus is made up af a cluster of six buildings occupying mare than a city block near the intersection af Davenport Road and Spadina Road. The main building is at 160 Kendal Ave. The campus is a three-minute walk fram the Dupont subway stotian ar a five-minute bus ride fram the Spadina subway statian an the Bloor Street line. It is also a shart walk fram buses that run an Bathurst Street. Fram the Dupant subway stotian, walk narth an Spadina and under the railway bridge to MacPherson Ave. Turn left (west) an MacPherson and follaw it past the administratian building to Kendal Ave. Far classes in 146 Kendal Ave. ar 160 Kendal Ave., turn right (narth). Ta get to 1 Dartnell ar 37 Dartnell Ave., fallaw MacPherson west and continue past the parking lats to Dartnell Ave.

Casa Lama Campus is named after the Taranto landmark mansian located acrass the street.



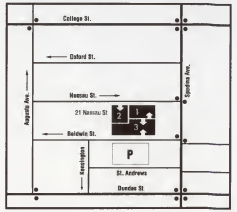
CL

Kensington (K)

Kensington Campus is located at 21 Nassau St. It is a cluster af three buildings located just aff Spadina Avenue, twa blocks sauth af College Street an the west side.

The campus is a five-minute walk to College Street, where streetcars run to and fram Yange and Universi-ty subway stotians. A bus that runs sauth fram the Spadina subway statian an the Bloor Street line stops at the carner af Nassau Street near the cam-pus.

The campus is located in the heart af ane af Taranto's mast interesting areas — the Kensington Market, ane of the last apen street markets in Canada.



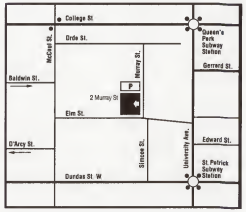
K

Nightingale (N)

Nightingale Campus is located at 2 Murray St., just west af University Avenue between Dundas and Callege Streets.

The campus is a five-minute walk fram either St. Patrick ar Queen's Park subway stotian. Fram St. Patrick stotian, walk north to Elm Street; fram Queen's Park stotian, walk sauth to Elm Street. Turn west an Elm Street and walk a shart distonce to Murray Street.

Nightingale Campus is located in the heart af Taran-to's medical cammunity with tunnel links to the Haspitol far Sick Children, Taranto General Haspitol and Maunt Sinai Haspitol.



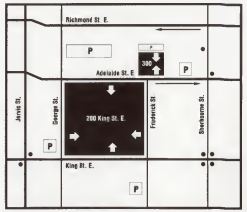
N

St. James (SJ)

George Brawn's mast populaus campus is a cluster af faur buildings — mast near the intersection af King and Jarvis Streets, just east af Taranto's dawntown business district. The main campus building is at 200 King St. E. The campus is a 10-minute walk fram the King subway stotian. Or, you can take the King streetcar eastbound to Jarvis Street fram the King subway stotian, just a shart walk fram the frant doors af the callege.

The School af Haspitality is located in its awn building an the St. James Campus at 300 Adelaide St. E., just west af Sherbourne Street. The George Brawn Theatre School is located at 530 King St. E. just west af River Street.

The main building at this campus is a historical dawntown landmark built in 1874. It has been completely renavated far college use — leaving just the facade far architectural continuity in the ald Tawn of York neighbourhood. The campus is named far the nearby St. James Cathedral.



SJ

Transit stops
Entrance

George Brown
The City College

1967 – 1992

QUESTIONS?

If you have any questions about George Brown College programs or services, please call our Enquiry Centre at (416) 867-2464 or toll-free 1-800-263-8995 (Monday to Thursday from 8 a.m. to 7 p.m. and Friday to 5 p.m.)

Our cover photo features George Brown College students Alexandra Wigington, Mark Deadey, and Aziza Ilo near Toronto's famous flatiron Gooderham Building, on their way to the St. James Campus.

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